

Career and Technical Education

High School (Grades 9-12)

Keys to Your Future - Day 6 – Lesson Five – Writing a Cover Letter, Part Two

Standards	<ul style="list-style-type: none">• Students engage in planning education and career path aligned to personal goals.• Students use technology to enhance productivity in career planning.• Students will apply appropriate academic and technical skills.• Students will communicate clearly, effectively and with reason.• Students will utilize critical thinking to make sense of problems and persevere in solving them.• Students will demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.• Students will demonstrate an understanding of workplace structures, organizations, systems, and climates.• Students will demonstrate job acquisition and advancement skills.
Learning Targets/I Can Statements	<p>I can define the purpose of a cover letter.</p> <p>I can identify keywords in a job description and incorporate them into a cover letter.</p> <p>I can revise a sample cover letter based on strategies covered in class.</p>
Essential Question(s)	<ol style="list-style-type: none">1. What is the purpose of a cover letter?2. How do I write a cover letter?
Resources	<ul style="list-style-type: none">• Everfi• Microsoft Word• Microsoft Publisher• Internet• Teams <p>Student Login: https://platform.everfi.net/</p>
Learning Activities or Experiences	<p>Do online Lesson 5, Part Two on Writing a Cover letter in EverFi. (10 minutes)</p> <p>Quick Write in Microsoft Word (5 minutes):</p> <ul style="list-style-type: none">• Write a reply to the following question: What is the purpose of a cover letter? Submit it to your teacher using Teams. <p>Quick Write in Microsoft Word or Publisher (15 minutes):</p> <ul style="list-style-type: none">• Draft a cover letter using Microsoft Word or Publisher. <p>In the Group Chat (5 minutes):</p>

	<ul style="list-style-type: none">• Submit your drafted resume and provide feedback to Two of your classmates- “ what you like - any areas that need more information or clarity” <p>“The Perfect Cover Letter”</p> <p>Create a cover letter Microsoft Word or Publisher. "Pretend you are the candidate" create a cover letter you could include with your resume to apply for a job." The goal will be to use the information that was presented to you in the online lesson and/or in the group chat to write the cover letter. (30 minutes)</p> <p>In the Group Chat (5 minutes):</p> <ul style="list-style-type: none">• Post at least two comments on “What you learned about the importance of having a cover letter”
Closing	Upload cover letter file to Teams. Make sure your name is in the file name (2 minutes).

Career and Technical Education

High School (Grades 9-12)

Keys to Your Future - Day 7 – Lesson Five –Thank You Letter, Part Three

Standards	<ul style="list-style-type: none">• Students engage in planning education and career path aligned to personal goals.• Students use technology to enhance productivity in career planning.• Students will apply appropriate academic and technical skills.• Students will communicate clearly, effectively and with reason.• Students will utilize critical thinking to make sense of problems and persevere in solving them.• Students will demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.• Students will demonstrate an understanding of workplace structures, organizations, systems, and climates.• Students will demonstrate job acquisition and advancement skills.
Learning Targets/I Can Statements	➤ I can understand the purpose of a thank you letter and write a draft.
Essential Question(s)	1. How do I write a thank you letter?
Resources	<ul style="list-style-type: none">• Everfi (Student Login: https://platform.everfi.net/)• Microsoft Word• Microsoft Publisher• Internet• Teams
Learning Activities or Experiences	<p>Opening Activity</p> <p>Do online Lesson 5, Part Three- Writing a Thank You Letter in EverFi. (10 minutes)</p> <p>Quick Write (Microsoft Word) (10 minutes):</p> <ul style="list-style-type: none">• Write a response to the following question: What is the purpose of a thank you letter? Submit it to your teacher using Teams. <p>Quick Write (Microsoft Word or Publisher) (15 minutes):</p> <ul style="list-style-type: none">• Draft a thank you letter using Microsoft Word or Publisher.

	<p>In the Group Chat (5 minutes):</p> <p>“How Can I Say Thank You”</p> <p>Submit your drafted thank you letter and provide feedback to Two of your classmates- “what you like- any areas that need more information or clarity”</p> <p>Create a thank you letter Microsoft Word or Publisher. “Pretend you are the candidate; you had your interview. Create a thank you letter to send to the employer to let them know you appreciated them giving you opportunity to interview for the job.” The goal will be to use the information that was presented to you in the online lesson and/or in the group chat to write the thank you letter. (30 minutes)</p> <p>In the Group Chat (15 minutes):</p> <ul style="list-style-type: none">• Post at least two comments on “What you learned about the importance of having a thank you letter”
Closing	Upload your “How can I say Thank You” file to Teams. Make sure your name is in the file name (2 minutes).

Career and Technical Education
High School (Grades 9-12)
Keys to Your Future - Day 8 – Lesson 6 – Problem Solving

Standards	<ul style="list-style-type: none"> • Students will utilize critical thinking to make sense of problems and persevere in solving them. • Students will communicate clearly, effectively and with reason. • Students will apply appropriate academic and technical skills. • Students engage in planning education and career path aligned to personal goals. • Students use technology to enhance productivity in career planning. • Students will demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation. • Students will demonstrate an understanding of workplace structures, organizations, systems, and climates. • Students will demonstrate job acquisition and advancement skills.
Learning Targets/I Can Statements	<ul style="list-style-type: none"> ➤ I can define what makes a problem-solver (attributes and actions). ➤ I can use a 5-Step Method for tackling a common problem. ➤ I can work collaboratively to solve a problem using the 5-Step Method.
Essential Question(s)	<ol style="list-style-type: none"> 1. What is problem solving? 2. What is the 5-Step problem solving method?
Resources	<ul style="list-style-type: none"> • Everfi (Student Login: https://platform.everfi.net/) • Microsoft Word • Microsoft Publisher • Internet • Teams
Learning Activities or Experiences	<p>Opening Activity</p> <p>Complete the online pre-assessment for Lesson Six – <i>Problem Solving</i>. (5 minutes)</p> <p>Do online Lesson 6 in EverFi. (10 minutes)</p> <p>Quick Write (Microsoft Word) (5 minutes):</p>

- Write down **5 problems you might encounter at school or at a job**. Submit it to your teacher using Teams.

In the Group Chat (10 minutes):

- Response to the following question: **“what makes somebody a problem-solver”** comment on two of your classmates’ response to the question - **“do you agree or disagree and why”**

Quick Write (Microsoft Word or Publisher) (15 minutes):

- **Select a problem you might encounter at school or at a job**. Use the 5-Step Method to tackle or solve this problem using Microsoft Word or Publisher.

In the Group Chat (5 minutes):

- Submit your drafted 5-Step Method and provide feedback to Two of your classmates- **“what you like- any areas that need more information or clarity”**

Case Study: (30 minutes)

- Select one of the case studies below. Read the case study and use the **5-Step Method to solve the problem using Microsoft Word or Publisher**.

Worked Up Over Unfair Grades!

Your school is using a new online assignment and grade-reporting system. Teachers, parents, and students are still adjusting; it's supposed to make life better. You are good about checking for assignments due each day, but you forget to look at graded work. Teachers don't always post grades right away, so you check once in a while. Today, you check and five in-class math assignments have zeros! You definitely did the work! You hand it to the student in front of you who hands it to the teacher. (She collects work from the front of each row.) You email the teacher and she says she never got the work. She's not super organized. It is impossible to prove you did it. How unfair! You tell your mom and she says you are partly to blame. You could have caught the problem sooner if you looked online more frequently. Ugh - Unfair!

	<p>What to do?</p> <p>Recreation Center Is A Wreck!</p> <p>Everyone in your community has utilized the local recreation center for years. You just got hired to supervise the swimming pool. There is also a climbing wall, weight room, basketball court, par course, and dance room. There has been a lot of turnover in the staff which is made up of mostly high school students. The managers are desperate to fill spots to keep activities going and the center open. To get you started right away, the manager gave you a safety manual to review before your first shift. You are feeling a little nervous. Lately, there has been an increase in injuries, especially among children. If it continues, it could be bad for the business. As a new employee, and loyal fan of the center, you want to help solve this problem. You are afraid to start your first day. What if somebody gets hurt and you don't know how to respond?</p>
Closing	Upload your 5 Step Method Case Study file to Teams. Make sure your name is in the file name (2 minutes).

Career and Technical Education

High School (Grades 9-12)

Keys to Your Future - Day 9 – Lesson Nine – Virtual Job Shadowing

Standards	<ul style="list-style-type: none">• Students will explore proficiency and skills associated with the use of technologies that are common to a specific occupation.• Students will develop an understanding of workplace structures, organizations, systems, and climates.• Students will develop job acquisition and advancement skills.• Students will develop skills to locate, evaluate, and interpret career information.
Learning Targets/I Can Statements	<ul style="list-style-type: none">➤ I can use my career assessment results to determine careers best suited for my interests.➤ I can successfully complete a virtual job shadowing experience.
Essential Question(s)	<ol style="list-style-type: none">1. How do my interest align to various careers?2. What are your top three careers of interest?
Resources	<ul style="list-style-type: none">• Internet Access to CareerOneStop<ul style="list-style-type: none">○ Interest Assessment: https://www.careeronestop.org/toolkit/careers/interest-assessment.aspx○ Career Videos: https://www.careeronestop.org/Toolkit/ACINet.aspx• Microsoft Word• Microsoft Teams
Learning Activities or Experiences	<p>Opening Activity (5 minutes)</p> <p>Complete the online “<i>Interest Assessment</i>” by accessing the following link: https://www.careeronestop.org/toolkit/careers/interest-assessment.aspx.</p> <p>Virtual Job Shadowing Activity (30 minutes)</p> <p>You will watch videos and complete Virtual Job Shadowing Data Sheets (beginning on page three below) for three careers of interest. To access the CareerOneStop website with career videos aligned to the 16 federal career clusters, follow the steps below:</p> <ol style="list-style-type: none">1. Access https://www.careeronestop.org/Toolkit/ACINet.aspx.2. Click “Videos”.3. Click “Career Videos”.4. Select one of the career clusters and click any career that interests you.5. Click the play button in the video screen.6. You may choose to click the full screen button in bottom right hand corner on video tool bar.7. Click “Back to Career Videos” in the navigation bar on the left to select

	<p>another video.</p> <p>8. You may select other available video options: On left side navigation bar, select any of the skill and ability videos, industry videos, work option videos, etc. for additional career-related research on your chosen career.</p> <p>Quick Write (Microsoft Word) (10 minutes):</p> <ul style="list-style-type: none"> • Reflect on your Virtual Job Shadowing experience to identify the career you found most appealing and why you selected that career. Be sure to include specifics noted on your data sheet. <p>Digital Activity (Microsoft Teams - Group Chat) (5 minutes):</p> <ul style="list-style-type: none"> • Post at least two comments for Virtual Job Shadowing on “What interesting fact did I learn about myself through my <i>Interest Assessment</i>”.
Closing	<p>Closing Activity</p> <p>In the Group Chat on the Virtual Job Shadowing, make a positive comment on at least two of your classmates’ posts. (5 minutes)</p>

VIRTUAL JOB SHADOW DATA SHEET

Instructions: Visit <https://www.careeronestop.org/Toolkit/ACINet.aspx> to complete one data sheet per virtual job shadowing experience. You must complete three for this lesson.

Student's Name: _____ Date: _____

Career One: _____ Website Used: _____

Associated Career Cluster: _____

1. List 5 major job duties associated with the career.

- _____
- _____
- _____
- _____
- _____

2. Check the formal education and training level required for the career:

- High school education
- Some college or technical training
- Associate or 2-year degree
- 4-year degree or higher

3. Check all alternative sources of education and training for the career:

- Military service
- On-the-Job Training
- Apprenticeship
- Work experience

4. Check the "soft skills"(personal skills) required for the career:

- Customer service
- Teamwork
- Oral communication
- Listening
- Written communication
- Following instruction
- Attention to detail
- Planning
- Problem solving
- Honesty and integrity

Organizational

5. Check the working conditions that are typically applicable to the job:

- In-door work environment
- Out-door work environment
- Rigid work schedule
- Flexible work schedule
- Year-round work
- Part-time work
- Casual dress
- Formal dress
- Uniform required

6. Earning potential for the job:

- Entry level: _____
- Median: _____
- High: _____

7. Check the potential job growth for the career:

- High growth
- Low growth
- Questionable

8. Job availability:

- Worldwide
- USA only
- Regional only

9. Continuing education requirements for the career:

- Life-long
- Regular professional development
- No further training expected to be required

10. Describe what you would like best about the career:

11. Describe what you would like least about the career:

Career Two: _____ Website Used: _____

Associated Career Cluster: _____

12. List 5 major job duties associated with the career.

- _____
- _____
- _____
- _____
- _____

13. Check the formal education and training level required for the career:

- High school education
- Some college or technical training
- Associate or 2-year degree
- 4-year degree or higher

14. Check all alternative sources of education and training for the career:

- Military service
- On-the-Job Training
- Apprenticeship
- Work experience

15. Check the "soft skills"(personal skills) required for the career:

- Customer service
- Teamwork
- Oral communication
- Listening
- Written communication
- Following instruction
- Attention to detail
- Planning
- Problem solving
- Honesty and integrity
- Organizational

16. Check the working conditions that are typically applicable to the job:

- In-door work environment
- Out-door work environment
- Rigid work schedule
- Flexible work schedule
- Year-round work
- Part-time work
- Casual dress
- Formal dress
- Uniform required

17. Earning potential for the job:

- Entry level: _____
- Median: _____
- High: _____

18. Check the potential job growth for the career:

- High growth
- Low growth
- Questionable

19. Job availability:

- Worldwide
- USA only
- Regional only

20. Continuing education requirements for the career:

- Life-long
- Regular professional development
- No further training expected to be required

21. Describe what you would like best about the career:

22. Describe what you would like least about the career:

Career Three: _____ Website Used: _____

Associated Career Cluster: _____

23. List 5 major job duties associated with the career.

- _____
- _____
- _____
- _____
- _____

24. Check the formal education and training level required for the career:

- High school education
- Some college or technical training
- Associate or 2-year degree
- 4-year degree or higher

25. Check all alternative sources of education and training for the career:

- Military service
- On-the-Job Training
- Apprenticeship
- Work experience

26. Check the "soft skills"(personal skills) required for the career:

- Customer service
- Teamwork
- Oral communication
- Listening
- Written communication
- Following instruction
- Attention to detail
- Planning
- Problem solving
- Honesty and integrity
- Organizational

27. Check the working conditions that are typically applicable to the job:

- In-door work environment
- Out-door work environment
- Rigid work schedule
- Flexible work schedule
- Year-round work
- Part-time work
- Casual dress
- Formal dress
- Uniform required

28. Earning potential for the job:

- Entry level: _____
- Median: _____
- High: _____

29. Check the potential job growth for the career:

- High growth
- Low growth
- Questionable

30. Job availability:

- Worldwide
- USA only
- Regional only

31. Continuing education requirements for the career:

- Life-long
- Regular professional development
- No further training expected to be required

32. Describe what you would like best about the career:

33. Describe what you would like least about the career:

Career and Technical Education

High School (Grades 9-12)

Keys to Your Future - Day 10 – Lesson Ten – Completing the Job Application

Standards	<ul style="list-style-type: none">• Students will explore proficiency and skills associated with the use of technologies that are common to a specific occupation.• Students will develop an understanding of workplace structures, organizations, systems, and climates.• Students will develop job acquisition and advancement skills.• Students will develop skills to locate, evaluate, and interpret career information.
Learning Targets/I Can Statements	➤ I can successfully prepare and complete a job application.
Essential Question(s)	3. How do I complete a job application?
Resources	<ul style="list-style-type: none">• Internet Access to CareerOneStop<ul style="list-style-type: none">○ Job Applications: https://www.careeronestop.org/GetMyFuture/Employment/job-applications.aspx○ Personal Data Worksheet: https://www.careeronestop.org/TridionMultimedia/tcm24-26024_Personaldataworksheet.doc• Microsoft Word• Microsoft Teams• Adobe PDF
Learning Activities or Experiences	<p>Opening Activity (5 minutes)</p> <p>Access the Job Application section of the CareerOneStop website (https://www.careeronestop.org/GetMyFuture/Employment/job-applications.aspx) and review the strategies for successfully completing a job application.</p> <p>Digital Activity (20 minutes)</p> <p>Download and complete the online “Personal Data Worksheet” by clicking the link below: https://www.careeronestop.org/TridionMultimedia/tcm24-26024_Personaldataworksheet.doc.</p> <p>Reflective Activity (15 minutes)</p> <p>Using the knowledge gained from your reading and digital activity, you will transfer your personal information to a standard job application. The application can be downloaded from the following link: Day Ten Standard Job Application.</p>

	<p>Be sure to click the “. . .” from the top right to access the file download option from Microsoft Teams. Once you have the application completed, ask an adult to review your work for accuracy. Be sure to save your application.</p> <p>Digital Activity (Microsoft Teams - Group Chat) (5 minutes):</p> <p>In Microsoft Teams for the lesson <i>Completing the Job Application</i>, post at least three tips on how you can successfully complete a job application.</p>
Closing	<p>Closing Activity</p> <p>In the Group Chat on the <i>Completing the Job Application</i>, make a positive comment on at least two of your classmates' posts. (5 minutes)</p>