

Name:

### Students will be able to:

- Explain what a resume and cover letter are and how they are used in the hiring process
- Analyze the strengths and weaknesses of sample young adults' resumes and cover letters



### INTRO

**QUESTION OF THE DAY:** What are your odds of getting at least one job interview if you submit 1-10 applications?

Answer the question on the first slide in the space below. Then, compare your answer to the answer on the second slide. Finally, follow your teacher's directions on how to answer the follow-up questions on the last slide.

1. **What are your odds of getting at least one job interview if you submit 1-10 applications?**



### LEARN IT

**INFOGRAPHIC:** Resume Format

**VIDEO:** What Should You Include on a Resume?

As you've seen, it usually takes a number of applications to get an interview. A strong resume can increase your chances of getting an interview. Employers receive a lot of applications, so they'll use your resume to make a snap judgment about whether you could be a good fit. But what exactly should you include in a resume? To find out, read through this infographic and watch the video. Then answer the questions.

1. **In your own words, briefly explain what the purpose of a resume is.**
  
2. **In both the infographic and video, the sample resumes are approximately one page in length. What do you think are the potential disadvantages of having a resume that is longer than one page?**

- Imagine you're applying for your first job. Think about your experiences and the skills you've developed. Brainstorm 3 possible skills or experiences that you might highlight on your resume.

**INFOGRAPHIC:** [The Anatomy of a Perfect Cover Letter](#)

**VIDEO:** [How to Write a Cover Letter](#)

You've written your resume and are ready to apply for jobs...right? Not so fast! You often also need to prepare another document called a cover letter. Look through this infographic to understand the basic structure of a cover letter. Then, watch the video and answer the questions.

- Complete the table below to show the similarities and differences between a cover letter and a resume.

Cover Letter Only	Both	Resume Only

- It's common to share your career goals and/or enthusiasm for a role in your cover letter. Why might a hiring manager want to know about these things?
- Should you use the same cover letter when applying for multiple jobs? Explain why or why not.



**DO IT**

**ACTIVITY:** [ANALYZE: A High School Resume and Cover Letter](#)

Take what you've learned and put it into practice. In this activity, you'll critique sample resumes and cover letters from high school students. Follow the directions on the worksheet to complete this activity.



## EXIT TICKET

Follow your teacher's directions to complete the Exit Ticket.