

Resume Writing Career Unit



JOB VOCABULARY	
QR Code Number	Definition
1	
2	
3	
4	
5	
6	
7	

COVER LETTER NOTES	
What is a Cover Letter?	<ul style="list-style-type: none">A cover letter is a letter of _____ that accompanies your resume.You should use a cover letter to introduce yourself, describe any _____ not on your resume, and explain why you are applying.
Contact Information	<ul style="list-style-type: none">The top section of your cover letter should include both your and the employer's _____ information.
Salutation	<ul style="list-style-type: none">Before your _____ include the date of the letter. Press enter twice, then write your salutation.The salutation is the _____ of your cover letter. Here are some suggestions:<ul style="list-style-type: none">Dear _____ (person's name),To _____ (person's name),To Whom It May Concern: (Only if no name is listed)
Body	<ul style="list-style-type: none">The body of your email is where you explain how you heard about the position and _____ you are applying.Introduce yourself and describe any qualities not on your resume and why you would be good for the position or organization. You should do this in _____ indented paragraphs.Make sure you use a _____ tone in your letter. This is a time to let your persuasive skills shine.Don't _____ things in your resume unless they need explaining in more detail.

RESOURCE INCLUDES

- ✓ Detailed Teacher Instructions
- ✓ Interactive Lessons
- ✓ Graphic Organizers
- ✓ Cover Letter, Resume & Brag Sheet Exemplars
- ✓ Cover Letter, Resume & Brag Sheet Google Docs Templates
- ✓ Answer Keys
- ✓ Google Slideshow
- ✓ Video Links
- ✓ Assessment Rubrics (Levels or Points)
- ✓ PDF & Digital Formats



LESSON OVERVIEW



- Introduction – Job Vocabulary QR Code Activity & Examining Cover Letters and Resumes
- Lesson 1 – How to Write a Cover Letter
- Lesson 2 – How to Write a Resume
- Lesson 3 – How to Write a Brag Sheet

**WHOLE CLASS
LESSONS**

GROUP WORK

**HIRING
SIMULATION**

DETAILED TEACHER PAGES

INTRODUCTION LESSON



Job Vocabulary

Lesson Overview: Students will become familiar with job vocabulary by scanning QR codes and matching the word with its definition.

Required Materials:

- 1 – 2 sets of the QR Codes or Vocabulary Posters (depending on class size)
- Tape or magnets to hang up the QR Codes/Vocabulary Posters
- Student technology to scan the QR Codes
- Photocopy 1 set per group of the vocabulary definitions and words cards
- Job Vocabulary Graphic Organizers

Teacher Instructions:

1. Cut out each group's vocabulary definitions cards and the words. Put them into a zipper-lock bag.
2. Hang up the QR Codes or the Vocabulary Posters around the classroom and/or the hallway.
3. Divide the class into groups of 4.
4. Have students walk around the classroom or hallway and find the vocabulary sheets. Students must scan the QR code with their technology to uncover the mystery word. Once they have uncovered the word, have them write it on the vocabulary graphic organizer.
5. Once students have scanned or found all of the words, and written them on their graphic organizers, have them find their seats.
6. Have the vocabulary matching activity in the zipper bag, waiting at their seats. Each group needs one zipper bag.
7. Students need to work together to match the vocabulary word with its possible definition.
8. Take up the definitions as a class. Then, have students write the correct definitions on their graphic organizers.

ANSWER KEY

Part-Time Job: A type of employment where a person works for a limited number of hours per week (usually less than 30 hours), typically less than the standard full-time working hours (40 hours).

Full-Time Job: A type of employment where a person works for a standard number of hours per week, typically 40 hours.

Applicant: An individual who submits an application for a job position, showing their interest in the job.

Applicant: A person who has applied for a job and is being considered for the position, usually based on their qualifications, experience.

Supervisor: A person who oversees and directs the activities of a department, team, or organization. This person is responsible for meeting due dates for the work that needs to get done.

Employee: An individual who is hired by an employer to perform tasks in exchange for hourly wages or monthly salary.


Employer: A person or company who hires people to work for them and pays them for their services.

Qualification: The skills, knowledge, education, or experience required by an employer for a specific job position. This often includes academic degrees, certifications, or relevant work experience.

LESSON
PLANS
&
ANSWER
KEYS

INTERACTIVE LESSONS

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**QR CODE
GALLERY
WALK**

WORD #1



SAMPLE LESSONS

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<p>Contact Information</p>	<ul style="list-style-type: none"> The top section of your cover letter should contain your and the employer's _____ information.
<p>Salutation</p>	<ul style="list-style-type: none"> Before your _____, include your contact information at the top of the letter. Press enter twice, then write your salutation. The salutation is the _____ of the letter. Here are some suggestions: <ul style="list-style-type: none"> Dear _____ (person's name), To _____ (person's name): To Whom It May Concern: (Only if no name is provided)
<p>Body</p>	<ul style="list-style-type: none"> The body of your email is where you explain why you are interested in the position and _____ you are applying. Introduce yourself and describe any qualities not on your resume and why you would be good for the position or organization. You should do this in _____, indented paragraphs. Make sure you use a _____ tone in your letter. This is a time to let your persuasive skills shine. Don't _____ things in your resume unless they need explaining in more detail. <p><small>© http://www.2peasandadog.com</small></p>

FILL IN THE BLANK NOTES & EXEMPLARS

HIGHLIGHTED EXAMPLE

Rupert Granger
123 Wild Flower Street
Toronto, Ontario
M3C 0C1
(555) 555-5555
rupertgranger@notanemailaddress.com

Applicants' Contact Information

Dog Walkers Inc.
Ms. Ignotus
175 Rose Street

Employers' Contact Information

Date

Salutation

_____ making the time to read my cover letter and resume. I came across _____ an advanced dog walker and believe that I am qualified for the _____
Body Paragraph 1

Body Paragraph 2

_____ of my own who need a lot of playtime and walks. They are very _____ walking is one of the few things that helps them to get their _____ skilled at taking both dogs for a walk at the same time. Each dog is on _____ and I walk prepared with baggies, small treats, and my phone in case _____ of these items are in a small pouch around my waist, so I am _____ the leashes. I like to think that I strike a balance between a hearty, _____ sometimes stopping to let them sniff and use the restroom. I usually _____ an hour, but I can be flexible with the time.

Body Paragraph 3

I believe that if you hire me, your dog will come back happy, healthy, and, most importantly, pleasantly tired. This will enable you to get things done without having to entertain your dog. Furthermore, when you are ready to rest at the end of the evening, your dog will be right there resting with you. I hope this has given you a picture of how my skills can be utilized for the advanced dog walker position.

_____ I look forward to an interview at your earliest convenience. Please contact me at _____ the above contact information if you have any questions.


Thank you for your time.

Closing

Rupert Granger Applicants' Name

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SAMPLE LESSONS

RESUME ORGANIZER 	
Contact Information	
Objective	
Education	
Work Experience	


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GRAPHIC ORGANIZERS & EXEMPLARS

RUPERT GRANGER

DOG WALKER

CONTACT

 (555) 555-5555
 rgranger@notanemail.com
123 Flower Street,
Toronto, ON, M3C 0C1

PROFILE

Dog walker with 2 years of experience. Excited to get to know your dog(s) and take them for fun, tiring walks.

EXPERIENCE

DOG SITTER / DOG WALKER

Hound Dogs R Us | Toronto, ON | Oct 2022 - Present

- Walked neighbour's dog while they were away on vacation.
- Took care of neighbour's dog while they were away on vacation.
- Was responsible for feeding, watering, playing with, walking, and petting neighbour's dog, including crating it during bedtime.
- Conducted short, basic training sessions to keep neighbour's dog fresh and up-to-date on commands.

EDUCATION

STUDENT

Dog Academy
Oct 2022 - present
GPA: 3.8

CERTIFICATIONS

ADVANCED DOG CARE CERTIFICATION, 2022

DOG CARETAKER

Dog Society | Toronto, Ontario | Jan 2022 - Present

- Walked various dogs at the same time
- Cleaned dogs' cages
- Fed dogs

TEACHER EXAMPLE

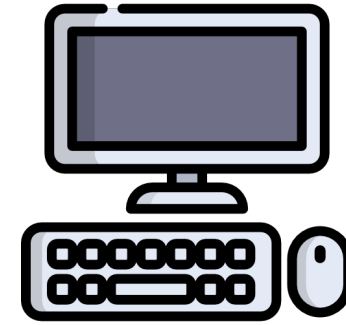
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LESSON FORMATS



PDF

✓ Individual & Whole Unit



DIGITAL

✓ Google Slides

RESOURCE CAN BE USED IN-PERSON OR ONLINE



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ENGAGING
 CAREER LESSONS