HOSA Mini Lesson: How To….Get That Job

Objectives:
Upon completion of this lesson, students will have sufficient knowledge of, and be able to:
1. identify the components of a cover letter.
2. compose a cover letter.
3. list the components of a resume.
4. construct a resume.
5. develop responses for frequently asked interview questions.
6. summarize appropriate steps for follow up after an interview.

Time:
• Glogster view by students– two class periods
• Compile information on components of cover letter & resume
• Complete cover letter & resume
• Identify frequently asked questions in an interview & practice responses

Materials:
• Internet access
• HOSA – Future Health Professionals Competitive Events Guidelines

Instruction:
1. Students to use glogster
2. Compile information on components of cover letter & resume
3. Complete cover letter & resume
4. Identify frequently asked questions in an interview & practice responses

Assessment:
1. Cover letter.
2. Resume.
3. Interview

Standards:
NCHSE
4.4.1 Develop components of a personal portfolio.
• Letter of introduction
• Resume

For additional Curriculum Crosswalks see CE Useful Tools

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