**HOSA Mini Lesson: How To Get That Job/Admission/scholarship**

*Objectives:*

Upon completion of this lesson, students will have sufficient knowledge of, and be able to:

1. identify the components of a personal statement.
2. compose a personal statement.
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.
7. Participate in an interview

*Time:*

* Compile information on components of personal statement & resume(ppt, article &video)–45 min
* Complete personal statement & resume-1 hour
* Identify frequently asked questions in an interview & practice responses–30 minutes

HOSA sample interview questions [HERE](https://hosa.org/wp-content/uploads/2023/09/JOB-SEEKING-SKILLS-Sample-Secret-Questions.pdf)

* Interviews by local health professionals – class period

*Materials:*

* Internet access
* HOSA – Future Health Professionals Competitive Events Guidelines

*Instruction:*

1. Compile information on components of personal statement & resume
2. Complete personal statement & resume
3. Identify frequently asked questions in an interview & practice responses
4. Invite local health professionals to conduct interviews – divide students into groups for interviews

*Assessment:*

1. Personal Statement.
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*](http://hosa.org/CEUsefulTools)