

Lesson Plans-Cover Letters

Unit 01 – Basic Human Resources

CTAE Standards: BMA-IBT-1 BMA-IBT-1.4 BMA-IBT-1.6 BMA-IBT-2.1 BMA-IBT-11 BMA-IBT-11.1 BMA-IBT-11.2 BMA-IBT-11.3 BMA-IBT-11.4 BMA-IBT-11.5 BMA-IBT-12.1 BMA-IBT-12.2
Academic Standards: ELACC9-10SL1 L9-10RST1-10 L9-10VHST 1-10 ELACC9-10SL4

Lamar County School System Lesson Plan Template	
Teacher: S. Bostic	Subject: Resumes and Cover Letters
Date: Sept. 4 th and 5 th	
Standard(s): BMA-IBT-2, BMA-IBT-1, & BMA-IBT-06, BMA-IBT-3 Unit 02 – Digital Career Portfolio Unit 05 - Starting your own Business-Business Plan Unit 05 Business Communications- Employability/Work Ethic Unit 06 Research Skills Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.	Components of a Career Portfolio <ul style="list-style-type: none"> ➤ Cover Letter ➤ Resume ➤ References ➤ Awards and Achievements ➤ Work Experience ➤ Leadership Experience ➤ Extracurricular Activities ➤ Special Skills ➤ Examples of Work ➤ Follow-up Letter
Learning Target(s): <ul style="list-style-type: none"> ➤ I can learn how to create a high school resume. ➤ I can learn how to have 5 good references, record achievements, leadership experiences, and special skills. ➤ I can learn how to write a follow up letter. ➤ I know what type of work samples to attach or provide a link in my resume. ➤ I can learn how to write a follow up letter for a job of which I am applying for in my career. 	
Objectives: Career Portfolio Learning Target(s): BMA-IBT-2 Technology BMA-IBT-3 Introduction to Starting Your Own Business	

Lamar County School System Lesson Plan Template	
BMA-IBT-06 Research Skills BMA-IBT-3 Communications-Employability-School Work Ethic	
<ul style="list-style-type: none"> ➤ Students will create, edit, and publish industry appropriate documents using technology as a tool to increase productivity. ➤ Students will use Flipbook to create digital portfolio and load documents ➤ Students will utilize information and technology tools to conduct business effectively and efficiently to work in the digital world. 	
TRANSITION TO HOME SESSION (10/10/20)	
Activities/Strategies: Students will watch a brief video outlining the importance of a digital portfolio. <ul style="list-style-type: none"> ➤ Students will watch a brief video outlining the importance of a digital portfolio. ➤ Review digital portfolio sample PowerPoint Sample will be located in google classroom also. ➤ Review Rubric for Career Project Digital Career Portfolio and rubric assignment.docx ➤ A Review of sample high school resumes <a format-guide-competitive-events.pdf"="" href="https://www.google.com/search?safe=strict&rlz=C13504_courseresumes&gs_l=good+high+school+resumes&rlz=C13504_courseresumes&ser=3&ved=2ahUKEwDuf539wLAb1J5N8a7r0eN1Q4N8BAGrFjAE&biw=1320&bih=917&imgca=TC&itery=3&itery=4 ➤ FBLA Project-Resumes https://www.fbla.org/media/Format-Guide-Competitive-Events.pdf ➤ Reviewing parts of a letter for cover letters ➤ Capstone project Resume for Seniors 	
HOME SESSION (10/10/20)	
Activities/Strategies: Research latest email features added to Gmail Demonstrate to students each feature prior to usage Incorporate student activities	

STUDENT WORK/RUBRIC

September 12, 2019

Dear Hiring Manager,

My name is Desiree Strawberry. I am currently a senior at Lamar County High School. I have plans to attend Gordon State College. I am interested in becoming a nurse. I am currently working on completing all the health care classes my school has to offer. I am also attending a clinical class at Gordon through the nursing program. These classes have taught me many amazing life/work skills. My top five skills are:

- Communication skills
- Working well with others
- A team player
- Patience
- Time management skills

I have received many educational skills through completing and going through these programs. They have taught me almost everything I know. When I graduate high school, I plan to attend Gordon State College to go their nursing program. They have one of the best nursing programs. After I graduate and get my first degree, I will then go straight to working as a nurse.

After a couple of years, I will plan to go back to college to be a nurse practitioner to advance my career. I have many hobbies that include spending time with my family, friends, going fishing, but most of my favorite thing to do is to go to my local animal shelter to walk and play with the dogs. Going to my local animal shelter gives me a sense of purpose because I am giving loving attention to rescue dogs that no one has adopted yet.

My portfolio is showing my skills and interests I have all gained all through my high school years and life. As you can tell, I am very passionate to help people and things. In this portfolio, my resume is a short summary of my schooling, experiences, and skills I have to offer. In addition, I have my letter of recommendation, samples of my work, and list of references. I really hope you take pleasure in reviewing my portfolio. Thank you for taking your time to read all of this.

Sincerely,

Desiree Strawberry

Desiree Strawberry

Organization (20%)	4. Exemplary - Accurately uses correct business writing format and structure 20 points	3. Accomplished - Mostly uses correct business writing format and structure 15 points	2. Developing - Some notable errors with respect to correct business writing format and structure 10 points	1. Beginning - Several notable errors with respect to correct business writing format and structure 5 points
Content (20%)	4. Exemplary - Piece of writing clearly states the purpose - Easy to follow - Tone is appropriate for intended audience. 20 points	3. Accomplished - Piece of writing clearly states the purpose - Somewhat hard to follow - Tone is generally appropriate for intended audience 15 points	2. Developing - Purpose of piece of writing is unclear - Hard to follow - Tone is too formal or too informal for intended audience 10 points	1. Beginning - Purpose of piece of writing is unclear - Main idea is not supported by explanations or facts - Writing rambles; hard to follow or understand - Tone is inappropriate for intended audience 5 points
Appearance (20%)	4. Exemplary - Typed, using correct spacing, font, and format. 20 points	3. Accomplished - Piece of writing typed with few problems in spacing, font, or format. 15 points	2. Developing - Piece of writing typed with frequent problems in spacing, font, or format 10 points	1. Beginning - Piece of writing not typed; wrong format used and hard to read 5 points
Language Usage (20%)	4. Exemplary - Accurate use of punctuation and grammar - No spelling errors 20 points	3. Accomplished - One or two mistakes with punctuation or grammar - One or two spelling errors 15 points	2. Developing - More than two mistakes in punctuation or grammar - More than two spelling errors 10 points	1. Beginning - Incorrect use throughout the letter of punctuation or grammar - Frequent spelling errors distract from letter 5 points

Comments: Excellent. Well written letter with expression and captures the interest of the reader. Spelling and grammar is correct. The formatting of the letter is correct using block style business letters. Grade of 100!