

# Soft Skills-Job Application

## Resume Writing for 8-10

### Warm Up

What makes you employable?  
What are employer's saying-video  
Students will complete the employability skills sheet.

Powerpoint presentation: Does education make a difference in amount of money made.

Class discussion

### Mini Lesson

Job applications: LCCA students are job ready-Mission of our school.

Discuss job availabilities at LCCA.

Explain parts of a job application

Pass out FCCLA job application.

Students will fill out the FCCLA job application.

LCCA application are available.

Explain the LCCA application

Interviews will be conducted by advisory board members and LCCA staff members.

### Work Session

- What is a resume
- What is the difference between a job application, resume and a portfolio?
- Review sample resume and discuss parts of resume
- Students will fill out resume worksheet and hand it in for review before completing their professional resume.
- Students will begin work on resume.
- Resume rough draft is due on Wednesday, August 9<sup>th</sup>.

### Wrap up and Ticket Out The Door

- FCCLA Job application and resume worksheet will be turned in as students leave.
- Students will share one new idea that they learned today.

### Standards for this lesson

HOSP-ICA-1 Demonstrate employability skills required by business and industry.

Standards 1.1