

Follow reading
 and discussion of
 “It’s Not a Sim:
 Getting a Real Job”
on page 50



ACTIVITY 9

It’s Not a Sim: Getting a Real Job

TEACHER TRANSCRIPT

Teacher: “The NEXT article, “It’s Not a Sim: Getting a Real Job” does a good job explaining how to put a resume together and about potential questions that might be asked at an interview. But let’s take this one step further and add a well written cover letter to the process.”

Teacher: “What is a cover letter? It is an introduction to a potential employer telling them who you are. It is a one-page document that tells your work history (if any) as well as your hard and soft skills. The cover letter should also talk about your personal interest in the job which you are applying for. It can be considered the first impression you make on a potential employer; and we all know that we can never make a second first impression.”

Teacher: Post this on the board and review the instructions as written:

1. Use Indeed.com, Monster.com, Ziprecruiter.com and find a job listing that you are interested in applying for. Look for the description of the job and take note of any required skills. Write down the important words that you can use in your cover letter.
2. If they are looking for someone who is a critical thinker or displays creativity, works well with a team, is punctual, and friendly. Write a cover letter using the words in the job listing, not just randomly, but discuss briefly what makes you a critical thinker or what team have you been a member or leader of.
3. The next step is to use a free resume template (MS Word or Canva) and create a resume that you will use for the job listing you chose previously for the cover letter. Use the information in the NEXT article concerning what to include when writing a resume.
4. Proofread the cover letter and the resume. Ask a classmate to read them as well for spelling or grammatical errors to be fixed. When this is completed, print the cover letter and resume and submit it.

FLORIDA STATE STANDARDS

Strand ELA.12.R: Reading

Standard 2 ELA.12.R.2: Reading Informational Text

Strand ELA.12.C: Communication

Standard 1 ELA.12.C.1: Communicating Through Writing

ELA.12.C.1.5: Improve writing by considering feedback from adults, peers, and/or online editing tools, revising to enhance purposes, clarity, structure and style.

Standard 3 ELA.12.C.3: Following Conventions

ELA.12.C.3.1: Follow the rules of standard English grammar, punctuation, capitalization and spelling appropriate to grade level.

TEACHER NEEDS

NEXT article “It’s Not a Sim: Getting a Real Job”

Laptop/computer with MS Word or Canva

Internet access

Whiteboard or Smartboard

Printer and printer paper

STUDENT NEEDS

NEXT article It’s Not a Sim: Getting a Real Job”

Laptop/computer with MS Word or Canva

Internet access

Printer and printer paper