Goal: To earn the [Express Employment Professionals Career Preparedness Certificate](https://login.icevonline.com/public/courseplaylists/196867/Express%20Employment%20Professionals%20Career%20Preparedness%20Certification%20Pacing%20Guide_Combined.pdf)

Oct 10/21-25

| Mon |  |  | Testing Day - PSAT & TSI |
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| Tues | 1. To identify common components of job applications.  2. To analyze the process of filling out a job application.  3. To discuss mistakes commonly made on job applications. | Essential Questions:  1. What components are found on most job applications?  2. What are the best ways to fill out a job application?  3. What are the common mistakes made on job applications? | Begin New Unit: Formulas for Career Success: Job Applications  Step 1: Bell Ringer:  · Invite students to share experiences they have had filling out job applications.  Step 2: Distribute the Vocabulary Handout.  Step 3: Show the *Formulas for Career Success: Job Applications* video segment.  Step 4: Administer the Formulas for Career Success: Job Applications Assessment.  · The Assessment is a comprehensive assessment covering material throughout the entire lesson.  Step 5: Students should begin the Filling Out an Application Project.  · Students will choose a business from which they will collect a job application, fill it out and write a report describing when and how they collected the application. |
| Wed | Step 1: Bell Ringer:  · Ask students how the process of filling out the job application went. Ask which parts came naturally, which were more difficult and how this experience has helped prepare them for the application process.  Step 2: Students should complete the Application Critique Activity.  · Students will proofread their classmate’s job applications using the given rubric.  Step 3: Students should complete the Electronic Application Activity.  · Students will find a job application online and fill it out as if they were actually applying for the position. |
| Thurs | **Step 1:** Students should complete the **Filling Out an Application Project**.  · Students will choose a business from which they will collect a job application, fill it out and write a report describing when and how they collected the application.  **Step 2:** Students should complete the **Selecting References Activity**.  · Students will select and list five references who are not family members. |
| Fri | 1. To identify the purpose of a cover letter. 2. To analyze components cover letters should contain. 3. To examine mistakes commonly seen in cover letters. 4. To practice writing cover letters. |  | Begin New Unit: Formulas for Career Success: Cover Letters  Guest Speaker |
|  | | | |
| Next Unit | 1. To identify the purpose of a résumé. 2. To describe elements to be included in a résumé. 3. To discuss various formats for résumés, including chronological, functional and combination. 4. To analyze methods of delivering a résumé to a potential employer. |  | Formulas for Career Success: Resumes |

Gallup Strengths Finder with Rogers - emailed him on 9/8