

Career Prep
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Goal: To earn the [Express Employment Professionals Career Preparedness Certificate](#)

Oct.28-Nov.1

Career Visit week

Mon	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.		Wandering Map: starting with free association, students write down every meaningful experience, they then look for themes and commonalities, organizing them into meaningful categories. The results highlight their skills and preferences about work and possible careers Begin New Unit: Formulas for Career Success: Cover Letters <ul style="list-style-type: none">- Cover Letter Critique Activity- Project- Cover Letter
Tues			
Wed			
Thurs			
Fri	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.		