

Career Prep
Randice Nelson

Nov 18-Nov 22

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| M | Goal: To analyze the process of filling out job applications. | Objectives: 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. | Formulas for Career Success: Job Applications Assessment |
| T | Goal: To analyze the purpose and benefits of a cover letter and describe how to write one. | Objectives: 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. | Formulas for Career Success: Resumes Key Concepts I - Notes Quiz Begin: Project - Resume Development Activity: Sample Resume Discussion |
| W | | | Formulas for Career Success: Resumes Key Concepts II - Notes Quiz Cont: Project - Resume Development Complete Activity : Sample Resume Discussion |
| Th | | | Complete Resume Development Assessment |
| F | Goal: To analyze the purpose and benefits of a cover letter and describe how to write one. | Objectives: 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. | Formula for Career Success: Cover Letters |