

The Perfect Job

Using Microsoft Word to Plan a Career

OBJECTIVES

- Research a desired career
- Set goals for acquiring a career
- Understand the purpose of a cover letter and a resume
- Design a cover letter and resume

Note: Before the lesson, download and review The Perfect Job sample activity and templates. Determine the depth of the project and a timeline for project requirements. Make changes to meet the needs of your specific situation, or have students make the changes and create their own templates.

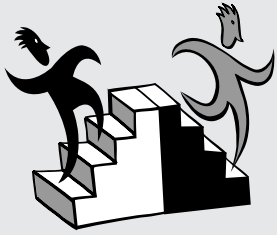
MATERIALS

- Microsoft Word software
- The Perfect Job Planning Sheet
- The Perfect Job Resume Template
- The Perfect Job Want Ad Template
- The Perfect Job Cover Letter Sample Activity
- The Perfect Job Cover Letter Template

Most students don't hesitate when you ask the proverbial question: "What do you want to be when you grow up?" They think for about 15 seconds and they have the answer. Give them a chance to research a career, set personal goals, and practice making that dream job actually come to life.

In this activity, students create a job description and want ads; they even write the perfect resume and cover letter. By using the idea templates for this lesson, students see how to coordinate their job title and create an image for their new career.

Glen Jones July 24, 2002 Jon Robins Computers R U 1234 Apple Parkway Smithville, AZ 12345 Dear Sir, I am writing to inquire about the possibility of obtaining employment in your company. I have explored your company history and business record and have discovered an area in which I could help your company. I have extensive research compiled, which I would be happy to share with you. I feel my proposal would benefit your company in a long-lasting manner. I look forward to meeting with you at your earliest convenience. Sincerely,



Customizing to Meet Your Needs

- Spend time with high school students researching colleges, how to apply, and how to get financial aid.
- Older students are getting closer to choosing a career. Allow them an opportunity to research what careers are demanding employees. Have students identify positive and negative aspects of their desired career. Check out the Fastest Growing Occupations USA site at <http://www.adin.org/lmi/usafast.htm>
- Ask younger students to gather photos of their desired occupation. Take pictures of the students. Use a photo-editing program to clone students' faces from the digital photos onto scanned or Internet photos of their chosen job. Have students write short captions.

Before the Computer

1. In a whole group setting, have students discuss what they think a perfect job would be. If they are struggling, they should ask themselves a few questions: Is money important to me? Is my spare time for hobbies or family important? Do I want to be a well-recognized person? Do I want to help people or animals? This reflection may help them with their perfect job choice.
2. Facilitate students' investigations of their chosen occupations. Encourage them to research the Internet, visit libraries, and interview family and friends. Give students some criteria to guide their research: specific skills needed, training or education, expected salary, and so on.
3. Spend time discussing the purpose of a resume and a cover letter. Talk about the form of writing. Show examples. Help students decide what they could add to their resumes. If they have thoroughly researched the training, education, and skills needed for their chosen job, have them pretend they are prepared for applying for their perfect job and can include those items on their resumes.
4. Distribute The Perfect Job Planning Sheet and give students ample time to organize their information, work on a resume, and so on. These things probably won't be finalized on paper. After they sit at the computer, ideas blossom, and they could easily change their minds. Remind them of this possibility and stress that having a well-designed project is important.

At the Computer

1. Guide students to the Perfect Job templates and sample activities, encouraging them as time permits to make minor changes in font style and colors. Demonstrate how to navigate the template formatting such as using the tab key for indented sections.
2. Make sure you plan adequate time for students to complete this project. This type of project usually takes more time than anticipated.
3. As students begin their work and throughout the design process, remind them to stop and take time to save their work.

Other Great Activities

- Find out if there is a job fair in your city or town and arrange a class field trip.
- Use the Perfect Job Want Ad template to design an ad for their dream job. The Want Ad should include description of job and skills needed.
- Have students take an online personality test to help them determine the careers they are best suited for.
- Plan opportunities for students to conduct mock interviews for their jobs.

Internet Connection

<http://stats.bls.gov/oco/home.htm>

The Occupational Outlook Handbook is an excellent resource for career information.

<http://mapping-your-future.org/>

Information to assist in planning a career and paying for your education.

<http://career.missouri.edu/holland>

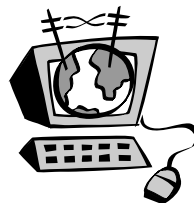
The Career Interests Game helps match interests and skills with the perfect career.

<http://resume.monster.com/>

Find resume tips and resume samples.

http://stats.bls.gov/k12/html/edu_over.htm

Bureau of Labor Statistics provides career information for kids.



Tips & Timesavers

- Explore cover letter and resume templates included with your Word program. Browse the microsoft.com site for more templates.
- Have different completion deadlines for each lesson part. Deadlines also make the grading process easier.
- Emphasize editing and Word tools. Educate students that first impressions on resumes and cover letters cannot be erased.
- Teach students how to use the Microsoft Assistant for help in using Word.