Lesson – January

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| **Power Standard** |  |
| Learning Objective: | Students will be introduced to what a cover letter is, the importance of a good cover letter, and what a cover letter should contain.  Students will begin writing their own cover letter and continue working on their resumes. |

**Overview:**

ACP stands for Academic and Career Planning. The Wisconsin Department of Public Instruction ACP Model is KNOW, EXPLORE, PLAN, and GO. Senior year of the ACP process at HHS will focus on Go. This includes participating in activities that explore post-secondary planning, resumes, cover letters, interviewing, college acceptance. Advisement will focus on building relationships, applying to college, scholarship applications, job search and interview process.

**Materials:** Individual Computers & Teacher Computer/Projector

**Lesson Plan:**

**Cover Letters**

**I. Introduce cover letters**

**a) use the website below to introduce the cover letter**

[**https://www.youtube.com/watch?v=mxOli8laZos**](https://www.youtube.com/watch?v=mxOli8laZos)

**b) demonstrate examples of good cover letters**

**II. Spend the rest of the time completing cover letter and resume**

* **Grade Checks:** Teachers, with remaining time check grades with 1 or 2 students.