**Preparing Students for the Job Application Process**

Instruction on job-seeking skills helps students understand their role and responsibilities when it comes to finding a job. Equipping students with job-seeking skills prepares students for the different steps in the job-seeking process. Below are examples of how providers can teach job seeking skills and how students can practice these skills.

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| **Provider Instruction** | **Student Activities** |
| Provide instruction on the purpose of resumes or one-page profiles | Students gather information needed to create a resume or one-page profile |
| Provide students with examples of cover letters and discuss what can be included to give employers more information about their skills | Students practice writing an example cover letter in a format of their choosing (typed, voice recording, video, etc.) |
| Provide instruction on building a professional network | Students develop a list of professionals who they know in their community and discuss the role they would play in their professional network |
| Deliver instruction on online job search engines | Students use search engines to practice searching for job postings of interest   * *Examples*   + SnagAJob   + Indeed   + ZipRecruiter |
| Provide instruction on the components of job application   * Personal information * Education * Work experience | Assist students with completing a mock job application |
| Provide instruction on how to gather information about a potential place of employment and how that information can be useful when applying for jobs | Students complete a scavenger hunt on a potential employer’s website to learn more about the company and the position they would want to apply for |
| Prepare students for the interview process by identifying common expectations and procedures | Students participate in a mock interview with a school staff member or employer in the community |
| Provide instruction on the professional etiquette expected after an interview | Students write mock thank you notes, or practice follow-up phone calls |