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.

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