

UNIT 1

Child Care Portfolio Project

Job Search Skills

The skills you have learned about in Unit 1 are essential when trying to get a job. You will demonstrate job-seeking skills by using the information you learned about early childhood careers, employability skills, and professional skills.



My Journal

If you completed the journal entry from page 2, refer to it to see how your experiences might influence your role as a child care professional. Add any additional notes that you thought of after reading this unit.



English Language Arts Standards

NCTE 7 Conduct research and gather, evaluate, and synthesize data to communicate discoveries.

NCTE 8 Use information resources to gather information and create and communicate knowledge.

NCTE 12 Use language to accomplish individual purposes.

Project Assignment

In this project, you will do the following:

- Research available jobs
- Prepare a job application and a cover letter for one of those jobs
- Determine a list of references
- Create your job portfolio that includes your resume from Chapter 2; your mission statement from Chapter 3; and your application, cover letter, and references
- Conduct a mock interview with a partner
- Discuss the results of your mock interview

Applied Child Care Professional Skills Behind the Project

Your success as a child care professional will depend on your skills. Skills you will use in this project include the following:

- ▶ Organizing information
- ▶ Communicating clearly in writing and in person
- ▶ Determining what information is important and appropriate to share in a professional setting
- ▶ Demonstrating appropriate dress and hygiene for an interview
- ▶ Designating acceptable behavior before, during, and after a job interview

English Language Arts Skills Behind the Project

The English Language Arts skills you will use for this project are research, writing, and speaking skills. Remember these key concepts:

Research Skills

- ▶ Perform research using a variety of resources
- ▶ Discriminate between sources
- ▶ Use the information you gathered to narrow your choices

Writing Skills

- ▶ Use complete sentences with correct spelling, grammar, and punctuation
- ▶ Consider your audience
- ▶ Use findings from research to communicate discoveries in writing

Speaking Skills

- ▶ Speak clearly, slowly, and concisely so that the interviewer can follow your presentation
- ▶ Be sensitive to the needs of your audience
- ▶ Adapt and modify language to suit various purposes

STEP 1 Research Available Jobs

Conduct research to find child care job opportunities in your area using online sources, newspaper ads, and by networking with people you know. Write a summary of your research findings to

- describe the types of jobs available.
- explain what education and job skills are required for the position.
- list specific ways you meet those requirements or can work to meet the requirements.
- identify the next steps you would take to apply for one of those jobs.

STEP 2 Complete an Application

Use the results of your research to contact a child care center and obtain its job application. Complete the application, making sure to include the following:

- Your personal data
- The position you are applying for
- The skills that will help you do the job well
- Your education and work experiences
- A list of people who will recommend you for the job and who know that you are listing them as references

STEP 3 Write a Cover Letter and Organize Your Portfolio

Using a sample cover letter, create a cover letter for the job you identified. Make sure to state the reason for your letter, your qualifications for the job, and request an interview. Review and edit the letter to make sure it sounds professional. Combine your cover letter with your application, resume, reference list, and mission statement to create a portfolio you can bring to the interview.

**Plan**

- ✓ Research and select a job opportunity.
- ✓ Complete a job application.
- ✓ Create a cover letter.
- ✓ Assemble your portfolio.
- ✓ Prepare for your mock interview.

Present

- ✓ Present your professional portfolio.
- ✓ Complete your mock interview.
- ✓ When the interviewer asks you questions, demonstrate your communication skills in a professional manner.
- ✓ Review the results of your interview.

STEP 4 Prepare for and Complete Your Interview

You and a partner will take turns interviewing each other for a job at a child care center. To complete this step, do the following:

- Dress and groom yourself as if you are going on an actual interview
- Review appropriate behavior before your interview. Remember to speak clearly, and to act professionally and respectfully.
- Complete your interview and interview your partner
- Evaluate your performance and your partner's performance

STEP 5 Evaluate Your Child Care Professional and Academic Skills

Your project will be evaluated based on the following:

- Extent of research and information about available jobs
- How well you completed your job application and portfolio
- Proper use of standard English and mechanics in your cover letter and portfolio materials
- Your professional conduct in your mock interview



CLICK TO IT • Project Worksheet Go to this book's Online Learning Center at glencoe.com for a worksheet you can use to complete your portfolio project.