

UNIT 6

Portfolio Project

FOCUS

Discussion Starter

What You Should Cover Ask students to consider what information they can include in a cover letter. Suggest that they put themselves in a manager's shoes to help them think of what a company is looking for. Have students think of creative ways to make their cover letter stand out. (Students should understand the importance of being concise in their letters. They can also come up with creative ways to sound passionate and confident about the job.)

TEACH

STEP 1

Research Job Leads

Remind students to recall their previous Unit Portfolio Projects and what jobs they would like to pursue. The type of job may also help them determine where to look for job leads.

STEP 2

Write Your Draft

As student write their cover letters, remind them that they should not list every way in which they can successfully complete the job—their résumé will do that. This is an opportunity to add a bit of personality to their résumé. Encourage students to sound professional, confident, and passionate. Also ask them to include in the cover letter anything important that they did not include in the résumé.

NCLB

NCLB project correlated to English Language Arts standards.

UNIT 6

Portfolio Project

Write a Cover Letter

In this project, you will write a draft cover letter. You will have a local business manager review your letter and provide feedback. You will interview him or her about effective cover letters. You will then make revisions to your cover letter, and create an oral presentation.



My Journal

If you completed the journal entry from page 350, refer to it to see if your thoughts have changed after reading the unit.

Project Assignment

In this project you will:

- Use online and print resources to find and print an appropriate job lead.
- Compare your experience and skills with those required for the job.
- Write a draft cover letter for the job.
- Ask a local business manager to review your cover letter.
- Interview the business manager for information on effective cover letters.
- Make revisions to your cover letter.
- Use the notes from your interview and your cover letter to create an oral presentation for your class.

THE SKILLS BEHIND THE PROJECT

Key personal and relationship skills you will use in this project include:

- Evaluating choices and making decisions
- Communicating respectfully
- Organizing information

Academic Skills



English Language Arts

NCTE 4 Use written language to communicate effectively.

NCTE 12 Use language to accomplish individual purposes.

STEP 3

Connect with Your Community

If students cannot find a local manager in the career field they are trying to get a job in, encourage them to find managers at other locations that may interest them. Have students to ask the managers how their cover letters can be improved. (Remind students to be professional and polite during the interview. Have students write their questions before the interview and ask them to take frequent notes throughout the meeting.)

STEP 4

Build Your Portfolio Project

Give students these tips on completing a cover letter and giving an oral report:

- Organize your notes from the interview so that they can be shared with the class.
- Share your new cover letter with the class, and explain the changes you made.
- Make eye contact with the audience.
- Listen carefully to any questions from the audience before responding.
- Communicate respectfully.

