



**Lesson Plan:** *How to Prepare for the Business World*

**Grade Level:** 12

**Curriculum Design:** *Content Based*

**Search Topics/Keywords:** *Job interview, resume writing, the perfect job, and job search*

**Outcomes:** *Students will be able to learn the following:*

- *How to write the perfect resume*
- *How to find the perfect job*
- *How to prepare for the job interview*

**Content:**

1.
  - How to search and find the perfect job
  - Monster.com
  - <http://www.monster.com/>
  - This site will allow you to find a job through various search engines
2.
  - Custom interview guides and questions
  - [www.powerhiring.com](http://www.powerhiring.com)
  - Power hiring – Best Practices for Hiring Top Talent
  - Assesses the recruiting and hiring practices and also helps you to prepare for the job interview
3.
  - What is a resume?
  - Job Star Central
  - [www.jobstar.org](http://www.jobstar.org)
  - Shows you how to write a resume, cover letter, salary information as well as preparing for the job interview.

**Assignment:** Please chose a job of your interest from the above website and create your own cover letter and resume. The resume should not exceed one page.