**HOSA Mini Lesson: How To….Get That Job**

*Objectives:*

Upon completion of this lesson, students will have sufficient knowledge of, and be able to:

1. identify the components of a cover letter.
2. compose a cover letter.
3. list the components of a resume.
4. construct a resume.
5. develop responses for frequently asked interview questions.
6. summarize appropriate steps for follow up after an interview.

*Time:*

* Glogster view by students– two class periods
* Compile information on components of cover letter & resume
* Complete cover letter & resume
* Identify frequently asked questions in an interview & practice responses

*Materials:*

* Internet access
* HOSA – Future Health Professionals Competitive Events Guidelines

*Instruction:*

1. Students to use glogster
2. Compile information on components of cover letter & resume
3. Complete cover letter & resume
4. Identify frequently asked questions in an interview & practice responses

*Assessment:*

1. Cover letter.
2. Resume.
3. Interview

*Standards:*

NCHSE
4.4.1 Develop components of a personal portfolio.

• Letter of introduction

• Resume

*For additional Curriculum Crosswalks see* [*CE Useful Tools*](http://hosa.org/CEUsefulTools)