

Preparing an Application Letter and Résumé

Course

Health Science

Unit IV

Employability
Skills and
Professionalism

Essential Question

What are
employers looking
for in a job
applicant?

TEKS

130.204 (c) 6A,
6B

Prior Student Learning

Personal traits of
a health care
professional

Estimated time

2 – 6 hours

Rationale

In the health care industry, professionals face aggressive competition for the most desired positions.

Objectives

Upon completion of this lesson, the student will be able to:

- demonstrate procedures to gain employment ;
- accurately complete a job application form using correct grammar, spelling and accurate information;
- write an appropriate cover letter; and
- create a marketable resume.

Engage

Ask students how many know what a resume is and what it is used for.

Key Points

- I. Students introduced to the application process
 - A. The application letter and résumé often are the first impression that a prospective employer will have of the applicant. They must be:
 1. Visually appealing – typewritten on quality paper
 2. Free of mistakes – spelling, punctuation, factual
- II. Application forms
 - A. Guidelines
 1. Print or type all items very neatly.
 2. Use black ink.
 3. All blanks must be completed.
 - B. Completing an application
 1. Read the instructions carefully.
 2. Answer the questions truthfully.
 3. Provide only positive information.
- III. Application letter - The style of the application letter is as important as the information; blocked business letter or a modified block business letter format may be used
 - A. Appearance
 1. Street Address, City, Province Postal Code at top left.
 2. Place date at top left under address.
 3. Use professional language.
 - B. Salutation
 1. Letter is addressed to an appropriate individual (if in doubt: Attention: Hiring Committee).

2. Begins with appropriate prefix (i.e.: Mr., Mrs. Ms., Dr.).
- C. Opening paragraph
 1. Begins with an original opening line.
 2. Incorporates company-specific information on how the position fits student's career goals.
 3. Identifies desired position.
 4. Catches readers attention.
- D. Body
 1. Consists of one to three paragraphs.
 2. Highlights applicants most marketable attributes.
 3. Highlights qualifications and experiences as related to employer needs.
 4. Examples are used to demonstrate qualifications for the position.
- E. Closing Paragraph
 1. Begins with a summary statement – "Hire me – I would be good for the job because..."
 2. Indicates that the candidate is assertively seeking an interview; also indicates interview availability.
 3. Includes the student's contact information (phone number and email address).
 4. Email address is professional (i.e. uwindsor account).
 5. Cover letter is closed with "Sincerely"; student's typed name is included below with signature.
- IV. Résumé format can vary but must contain a written summary of information in a concise, logical order. A résumé should include:
 - A. Personal identification
 - B. Employment objective / career goal
 - C. Educational background
 - D. Skills
 - E. Work experience
 - F. Personal references

Activity

- I. Research and choose a career of interest.
- II. Accurately complete Application for Employment for chosen career of interest.
- III. Complete the Résumé Worksheet
- IV. Create professional application letter and résumé.

Assessment

Application for Employment Rubric

Letter of Application Rubric

Résumé Rubric

Materials

Any source(s) of career exploration

Access to a computer, software, and printer

Sample Blocked Business Letter

Sample Résumé

Résumé Worksheet

Application for Employment

Accommodations for Learning Differences

For reinforcement, students will list and define the components of a résumé.

For enrichment, students will create an appropriate design for letterhead logo using multimedia technology.

National and State Education Standards

National Health Science Clusters Standards

HLC05.01 Systems

Health care workers will understand how their role fits into their department, their organization and the overall health care environment. They will identify how key systems affect services they perform and quality of care.

HLC09.01 Employability and Career Development

Health care workers will understand how employability skills enhance their employment opportunities and job satisfaction. They will demonstrate key employability skills and will maintain and upgrade skills, as needed.

TEKS

Texas College Readiness Standards

CROSS-DISCIPLINARY STANDARDS

I. Key Cognitive Skills

A. Intellectual curiosity

2. Accept constructive criticism and revise personal views when valid evidence warrants.

D. Academic behaviors

1. Self-monitor learning needs and seek assistance when needed.

2. Use study habits necessary to manage academic pursuits and requirements.

3. Strive for accuracy and precision.

4. Persevere to complete and master tasks.

E. Work habits

1. Work independently.

F. Academic integrity

1. Attribute ideas and information to source materials and people.

2. Evaluate sources for quality of content, validity, credibility, and relevance.

4. Understand and adhere to ethical codes of conduct.

II. Foundational Skills

A. Reading across the curriculum

1. Use effective pre-reading strategies.
2. Use a variety of strategies to understand the meanings of new words.
3. Identify the intended purpose and audience of the text.
4. Identify the key information and supporting details.
5. Analyze textual information critically.
6. Annotate, summarize, paraphrase, and outline texts when appropriate.
7. Adapt reading strategies according to structure of texts.
8. Connect reading to historical and current events and personal interest.

B. Writing across the curriculum

1. Write clearly and coherently using standard writing conventions.
2. Write in a variety of forms for various audiences and purposes.
3. Compose and revise drafts.

C. Research across the curriculum

1. Understand which topics or questions are to be investigated.
5. Synthesize and organize information effectively.
6. Design and present an effective product.
7. Integrate source material.
8. Present final product.

E. Technology

1. Use technology to gather information.
2. Use technology to organize, manage, and analyze information.
3. Use technology to communicate and display findings in a clear and coherent manner.
4. Use technology appropriately.

SAMPLE FORMAT - BLOCKED BUSINESS LETTER

Candidate Name
Address
City, State Zip Code
Date

Name
Title
Employer Company
Address
City, State Zip Code

Salutation:

Paragraph 1 – Introduction: state the purpose for writing and express a desire for the position. Identify resources of information (responding to an advertisement; referral of another individual).

Paragraph 2 – Qualifications: state significant training / experience/qualifications for the vacancy. Information should be brief because a more detailed list may be found in a résumé. Explain reasons for a desire to be employed by this company.

Paragraph 3 – Enclosures / Attachments: make note of any enclosures (résumé, transcripts, and references). Draw attention to any important data that might be beneficial to hiring. List any material that can be made available upon request.

Paragraph 4 – Closing Paragraph: last chance for a final reminder. Thank the employer for considering the application for this opening. Be sure to include vital information.

Closing,
Your Signature
Typed Name
Title

Résumé Worksheet

Heading

First Name:

Middle Initial:

Last Name:

Street Address, Apt. Number:

City, State Zip Code:

Area Code, Telephone Number:

E-Mail:

Objective

Name the position you are seeking:

Education

Courses

Name the most important skill needed for your occupation and give an example of how you have learned/used it:

Name the second most important skill needed for your occupation and give an example of how you have learned/used it:

Work History

Date(s) of employment, duration, title, employer, and job description listing three or four responsibilities:

Honors & Awards

Clubs & Organizations

Hobbies / Special Interests

Three personal references:

List name, title, employer, address, city, state, zip code, phone number, and how long this individual has known you.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Alternate Address:

Street

(Apt)

City, State

Zip

Contact Information:

()

()

Home Telephone

Mobile

Email

*How did you learn about our company?***POSITION SOUGHT:** _____

Available Start Date: _____

Desired Pay Range: _____

By Hour or Salary

Are you currently employed? _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed, and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed, and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed, and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed, and reason for leaving:

For Office Use Only

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Application for Employment Rubric

Student: _____

Course: _____

Date: _____

Scoring criteria	5 Excellent	4 Good	3 Needs Some Improvement	2 Needs Much Improvement	1 N/A
Types or prints in black or blue ink on application form unless writing is requested on form.					
Completely follows all directions provided on form.					
Completes all the appropriate information on form.					
Spells all words correctly.					
Leaves "Office Space Only" and similar areas blank.					
Completes form neatly and thoroughly; places "none" or "NA" in spaces as necessary.					

Scale:

26-30 A Excellent

21-25 B Good

16-20 C Needs Some Improvement

11-15 D Needs Much Improvement

6-10 F Not Appropriate

TOTAL=

Comments:

Jane E. Doe
6 Pine Street, Austin, TX 12333
home: 555.555.5555
cell: 566.486.2222
email: name@texas.com

Objective

To obtain a position as a pharmacy technician.

Education

Austin High School, Austin, TX

2006 – 2010

Experience

Sales Associate, The Retail Store

June 2008 – Present

- Maintain and restock inventory
- Provide customer service
- Operate computerized cash register system

Child Care

2006 - Present

- Provide child care for several families after school, weekends and during school vacations

Courses

Principles of Health Science, Medical Terminology, Health Science, Anatomy and Physiology of Human Systems, Pharmacology

Achievements

- National Honor Society: 2008, 2009, 2010
- Academic Honor Roll: 2006 - 2010

Volunteer Experience

- Big Brother / Big Sisters
- Autism Speaks
- Literacy Program
- Relay for Life

Interests / Activities

- Member of High School Tennis Team
- Health Occupation Students of America
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, PowerPoint, and Internet

Résumé Rubric

Student: _____ Date: _____

Scoring criteria	5 Excellent	4 Good	3 Needs Some Improvement	2 Needs Much Improvement	1 N/A
All and only important résumé parts are included.					
Order of résumé parts fit the applicant's assets and position.					
Résumé items highlight strengths of applicant.					
White space, margins, and tabs used effectively and attractively.					
Strong action verbs are used.					
Information clearly provided.					
Effective use of fonts, bolding, and special effects; printed on bond paper with letter quality printer.					
No spelling, grammar, or word usage errors.					

Scale:
 35-40 A Excellent
 29-34 B Good
 22-28 C Needs Some Improvement
 15-21 D Needs Much Improvement
 8-14 F Not Appropriate

TOTAL=

Comments:

Application Letter Rubric

Student: _____ Date: _____

Scoring criteria	5 Excellent	4 Good	3 Needs Some Improvement	2 Needs Much Improvement	1 N/A
Salutation and closing have no errors in capitalization and/or punctuation.					
Ideas were expressed in a clear and organized fashion. It was easy to see what made this candidate qualified for the job. (Specific reasons)					
The writer uses the correct and complete form for a business letter.					
Letter is typed, clean, and is easy to read with no distracting error corrections. It was done with professionalism and pride.					
Sentences and paragraphs are complete, well-constructed, and of varied structure.					
No spelling, grammar, or word usage errors.					
The letter is 3 or more paragraphs					

Scale:

30-35 A Excellent

25-29 B Good

20-24 C Needs Some Improvement

15-19 D Needs Much Improvement

10-14 F Not Appropriate

TOTAL=

Comments: