

### BACKGROUND

<b>Setting</b>	<ul style="list-style-type: none"> <li>• Peace Resource Center (PRC) ESL Program, Seaside, CA</li> <li>• 5-10 adult learners expected in class</li> <li>• Most students are native Spanish speakers.</li> <li>• This lesson will take place on Tuesday evening during week 5 of the 8-week term after a week of instruction on work schedules and job-related skills.</li> <li>• Previous lesson: Searching for jobs &amp; reviewing online job advertisements</li> <li>• Next lesson: Applying for jobs &amp; completing a job application</li> </ul>
<b>Learner Background</b>	<ul style="list-style-type: none"> <li>• According to our needs analysis data, most students have less than one year of English language experience. Most students work in the hospitality industry, and students are most interested in learning more about jobs through English language development.</li> </ul>
<b>Time frame</b>	<ul style="list-style-type: none"> <li>• 60 minutes</li> </ul>
<b>Materials &amp; Equipment</b>	<ul style="list-style-type: none"> <li>• Whiteboard and markers</li> <li>• 2 sets of paper slips listing steps in a job application</li> <li>• résumé worksheet</li> <li>• Photocopies of job advertisements (from Monday's class)</li> </ul>
<b>Goals</b>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Develop their content, formal, and cultural schemata</li> <li>• Transfer English language skills to real world contexts</li> <li>• Use appropriate registers for work-related events</li> <li>• Distinguish between formal and informal styles of English</li> </ul>
<b>Learning Objectives</b>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Actively discuss the steps they would follow in order to apply for a job</li> <li>• Identify important information found a job résumé</li> <li>• Make appropriate and informed connections between job advertisements and job résumés</li> <li>• Recognize elements of formality and politeness found in a cover letter</li> <li>• Write a résumé and formal cover letter to a potential employer to show interest in an open job position</li> </ul>

### LESSON OUTLINE

Time and Activity	Teacher and Student Behaviors
1. Announcements & Attendance (5 min)	<ul style="list-style-type: none"> <li>- Take attendance.</li> <li>- Make announcements.</li> <li>- Mention upcoming PRC events.</li> <li>- Write on board: <i>Searching for Jobs</i>. Remind Ss of this week's topic.</li> </ul>

<p>2. Pre-Reading: Warm-Up, Knowledge Activation (10 min)</p>	<p><b>Materials:</b> paper slips – job application steps (Appendix A)</p> <ul style="list-style-type: none"> <li>- Write on board: <i>résumé</i> <ul style="list-style-type: none"> <li>• Ask Ss if they know what the word “résumé” means.</li> <li>• Ask Ss if they have ever written a résumé.</li> <li>• Ask Ss what kinds of information they might see on a résumé. Write their answers on the board.</li> </ul> </li> <li>- Place Ss into 2 groups and provide each group with a set of the paper slips. <ul style="list-style-type: none"> <li>• Review any new vocabulary words Ss find on the slips.</li> <li>• Ask Ss to put slips of paper in order, starting with the first activity they would do to apply for a job up to the last.</li> <li>• Discuss each group’s answer as a class. Ask Ss: Do you think any steps are missing?</li> </ul> </li> </ul>
<p>3. During-Reading: Reading a Resume (5-10 min)</p>	<p><b>Materials:</b> job résumé worksheet (Appendix B)</p> <ul style="list-style-type: none"> <li>- Explain to Ss that they are now going to read a sample résumé.</li> <li>- Ask Ss to scan the text: What kinds of information do they see on the résumé? Is the information similar to their résumé ideas on the board?</li> <li>- Ask Ss to read the entire résumé silently.</li> <li>- Review any new vocabulary words as needed.</li> </ul>
<p>4. Post-Reading: Comprehension Check (15 min)</p>	<p><b>Materials:</b> job résumé worksheet (Appendix B)</p> <ul style="list-style-type: none"> <li>- Ask Ss to complete Part B on their worksheets.</li> <li>- Review Ss’ answers as a class.</li> <li>- Ask Ss what else they might include on a résumé (e.g., languages, job skills, awards).</li> </ul>
<p>5. Post-Reading: Recycling Knowledge (15 min)</p>	<p><b>Materials:</b> job résumé worksheet (Appendix B), job advertisements (from Monday’s class)</p> <ul style="list-style-type: none"> <li>- Instruct Ss to review the job advertisements they discussed in yesterday’s class. Provide copies of ads to Ss as needed.</li> <li>- Group Ss in pairs. Direct them to complete Part C on their worksheets with a partner.</li> <li>- Discuss Ss’ answers as a class.</li> </ul>
<p>6. Break (5 min)</p>	<ul style="list-style-type: none"> <li>- Instruct Ss to return to their seats in five minutes.</li> <li>- Tell Ss that they will practice writing a résumé and cover letter to an employer to show interest in a job during the second half of class.</li> </ul>

**Second Hour of Class:** Students will review and complete the sample cover letter worksheet (Appendix C). Students will then practice writing both a personal cover letter and résumé for themselves based on the job ads they reviewed on Monday.

**Contingency Plan:** If students lack enough time to compose both a résumé and cover letter in the second half of class, split students into two groups and instruct one group to write cover letters and the other to write résumés. Have students share their documents with their peers at the end of class.

**Appendix A: Steps in the Job Application Process**

Write my résumé and cover letter	Send my résumé and cover letter to the employer
Ask a friend to proofread my résumé	Attend the job interview
Review job advertisements for open job positions	Follow up with the interviewer to say thank you
Call or visit the employer and ask about the job	Accept the job

## Appendix B: Job Résumé Worksheet

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### **Part A: Searching for Jobs**

Directions: Maria Cortes is looking for a job in Monterey. Read Maria's résumé.

**Maria L. Cortes**  
1881 Baker Street  
Seaside, CA 93955  
Cell: (831)555-0000  
Email: mariacortes@xmail.net

#### **WORK EXPERIENCE**

##### **Waitress, Cafe Fina**

Monterey, CA

January 2012 - Present

- Provide dining services for patrons at a fine dining establishment.

##### **Dining Room Server, Embassy Suites**

Monterey, CA

February 2011 - January 2012

- Took orders, served meals, set and cleared tables, and dealt with the exchange of money at a fast-paced hotel restaurant.

##### **Hostess, Chili's Grill & Bar**

Seaside, CA

August 2010 - February 2011

- Scheduled dining reservations and arranged parties and special services for diners.

#### **VOLUNTEERISM AND LEADERSHIP**

##### **Tutor, Del Rey Woods Elementary School**

Seaside, CA

January 2010 - Present

- Tutor and mentor 2nd and 3rd graders.

#### **EDUCATION**

##### **High School Diploma**

Seaside High School, May 2010

Adapted from: <http://jobsearch.about.com/od/sampleresumes/>

### **Part B: Comprehension Check**

**Directions:** What did you see on Maria's résumé? Place an X next to the information you read.

name                      \_\_\_\_\_ education                      \_\_\_\_\_ e-mail address

\_\_\_\_\_ address                      \_\_\_\_\_ age                      \_\_\_\_\_ work experience

\_\_\_\_\_ phone number                      \_\_\_\_\_ native country                      \_\_\_\_\_ employment dates

\_\_\_\_\_ volunteer work                      \_\_\_\_\_ job responsibilities                      \_\_\_\_\_ birthday

**Directions:** Answer the questions about Maria. Use the information on her résumé.

<b>Question</b>	<b>Answer</b>
What is Maria's address?	<i>1881 Baker Street, Seaside, CA</i>
Where does Maria work now?	
Where did Maria work in the past?	
Where does Maria volunteer?	
When did Maria start volunteering?	
When did Maria graduate from high school?	

### **Part C: Reviewing Job Advertisements**

**Directions:** Look at yesterday's job advertisements to answer questions 1-3.

- Which job do you think is best for Maria? Circle your answer.
  - Housekeeper, Pacific Grove Inn
  - Hostess, Baja Cantina
  - Front Desk Clerk, Adobe Inn
- How should Maria contact the employer? Place an X next to the best answer.
 

\_\_\_\_\_ in person

\_\_\_\_\_ by phone

\_\_\_\_\_ by e-mail
- Talk to your partner. What should Maria say to the employer when she contacts him or her?

### Appendix C: Sample Cover Letter

Directions: Use the words in the box to fill in the blank spaces in Maria's cover letter. The first space has been completed for you.

open	volunteer	Feel free to
would like	July	To Whom

July 15, 2014

Baja Cantina  
7166 Carmel Valley Rd  
Carmel, CA 93923

\_\_\_\_\_ It May Concern,

My name is Maria Cortes, and I \_\_\_\_\_ to apply for the hostess position with Baja Cantina.

I have four years of restaurant experience working as both a server and a hostess. I also \_\_\_\_\_ as a tutor at a local elementary school.

I am a fast learner, and I enjoy working in \_\_\_\_\_ with other people.

I included my resume with a list of my current work, education, and

volunteer experiences, and I would be happy to speak with you about your \_\_\_\_\_ position. \_\_\_\_\_ contact me via phone or e-mail.

Thank you for your time and \_\_\_\_\_.

\_\_\_\_\_

Maria Cortes

(831)555-0000

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