

**Find-A-Job Toolkit: The Internet, Your Electronic Resume and Cover Letter, and Your Flashdrive**  
**Mr. Jon Cash, AHS Career Coach**

*Adults pay high fees to Career Services Professionals to create the documents you will make during this lesson. Students, save this work to your email, flashdrive, or google docs, because **you will need this** after you graduate high school, if not before.*

Many of you are looking for part-time work, or will be in the near future. I would like to lead your class, using the internet on the smartboard as an example, of how to:

- target a potential part-time job
- create a cover letter for that unique job
- save job-search tools (your resume and a cover letter template) on a flashdrive or on Google Docs
- correspond with a Career Services Professional (career coach) about your resume, using email

We will use **www. simplyhired.com** which is a simple websearch to find local jobs. By using "part-time" as a keyword, and "Christiansburg, VA" as location, results are displayed according to how far it is from your home and how old the listing is.

I have a several documents to share with you. Since some of you do not have flashdrives, you may use Google Drive, and Google Docs to save your work. I hope you will see the value in using a jumpdrive or Google Docs to hold these job seeking tools, since your AHS Student Drive will be erased annually.

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Documents included for this lesson:

STUDENT PROFILE/PLANNER WORKSHEET, and

DETAILED RESUME TEMPLATE

- 1) Print the Student Profile/Planner Worksheet and fill it out with a pen or pencil as completely as you can. It will help if a family member helps you to remember dates, activities, etc.
- 2) Save a copy of the Detailed Resume Template to your computer, and use the completed Student Profile/Planner Worksheet to help you to fill in the fields in the Detailed Resume Template. Try to preserve the formatting, but do not worry about or the template items you did not use. These can be easily fixed or removed.
- 3) Save your work, and email your resume to [jcash@nr.edu](mailto:jcash@nr.edu) for editing. Mr. Cash, the AHS Career Coach, will work with you to edit your resume, and email it back to you!

HOW TO CREATE COVER LETTER

- 1) A template is on the first page. Replace the sentences shown on the first page with your own.
- 2) An example is given on the second page. This example uses the template form to create a cover letter for a part time Sales Associate position at Food Lion.
- 3) The Food Lion job posting, posted from [www.simplyhired.com](http://www.simplyhired.com)

LIST OF ACTION WORDS FOR RESUME

- 1) Powerful words on your resume help to convince employers that you should be chosen for interviews.
- 2) Powerful words used during interviews help convince employers that you should be chosen for the job.