

Unit 3: Interviews and Resignations

Objectives

Lesson 1- Interviews

- Describe how to be prepared for an interview
- List the documents applicants should bring to an interview
- Identify the parts of a follow-up letter
- Explain what to do if you are not offered a job

Lesson 2- Resignation

- Give examples of reasons people resign from jobs
- Identify the parts of a letter of resignation
- Write a letter of resignation

In Lesson 1, students will do Internet research about Interviews. The students need access to a browser to complete this work.

In Lesson 2, students complete a Resignation letter using Microsoft Word. They will need access to the Lesson instructions and Microsoft Word at the same time. If students are using iPads, they will need access to computers with Microsoft Word. If students do not have access to Microsoft Word, they can still complete other content areas in the Lesson.

Recommended Student Tasks

1. View online content and answer lesson questions (Lesson 1-4)
2. Research how to be prepared for an interview (Lesson 1)
3. Write a letter of resignation (Lesson 2)
4. Complete student worksheet for unit (optional)

Materials

The items needed for this unit:

- Document: *Resignation Letter.docx* (Lesson 2)
- Microsoft® Word (Lesson 2)
- Lesson 1: Interviews Teacher PowerPoint (optional)
- Lesson 2: Resignation Teacher PowerPoint (optional)