

HS.HECPS.D.2

STANDARD STATEMENT:

Prepare a resume and cover letter and determine what to include in a professional employment portfolio.

ESSENTIAL QUESTIONS:

By the end of the unit, students should be able to answer:

- How can I present my experiences, skills, and strengths in a way that aligns with my career goals and provides the most competitive advantage?
- How do digital presence and professional branding impact job opportunities?

PNWFCU LESSONS THAT MEETS THE STANDARD:

- [Resume Building](#)

SUPPORTING RESOURCES:

- [Oregon Higher Education & Career Path Skills](#)
- [Zety – Resume and Cover Letter templates](#)
- [USA Jobs Pathway Program](#)
- [Big Interview- Mock Interview Platform](#)

POTENTIAL STUDENT ACTIVITIES:

- Have students review and critique sample resumes (strong vs. weak resumes) to identify best practices.
- Assign students a job posting and have them draft a tailored cover letter. Swap letters for peer feedback.
- Students practice introducing themselves professionally in mock networking situations.

- Have students Google themselves and reflect on how their online presence could impact their job search.
- Create an elevator pitch about their skills and aspirations.
- Students analyze real professional portfolios (online and print) and discuss what makes them effective.

QUESTIONS:

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