

Interview Skills

Teacher: Amy Laslo

Grade level: Teens

Time: 10:55-11:25am

Teaching Text: Business and Professional Communications

Supplies needed: Paper and pen or pencil would be helpful to have a computer to write resume and cover letters but not necessary if one is not available

Supplies provided: I will be handing out a range of different handouts for the students to look at

Extra Cost: None

Number of students: minimum - 2 maximum - No maximum

Description:

Students will learn the do's and do not's of giving an interview. Including how to answer questions such as the dreaded "Tell me your weakest trait" Students should leave the class with a better understanding of how to get a job in a troubled economy

They will be responsible: For coming to class on time, asking questions (though I will do my best not to go too fast and help everyone understand), reading handouts, writing resumes, cover letters and thank you letters and interviewing each other

They will be given: Assignments to complete such as writing a resume and participating in mock interviews with other students and certain handouts

It will also be helpful if: Students have access to a computer to type their resumes and such. This is NOT necessary, only helpful, I will work with students completely.