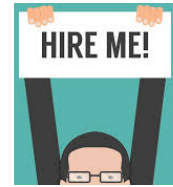


BizTown Career Readiness Packet



- This packet will prepare you for your JA BizTown job interview
- We're putting The Magazine Project on the back burner this week! 😊

Dear Fifth Grade Students,

During our JA BizTown Unit, you will discover connections between your current interests and “hard job skills” (*reading, math, engineering & writing*), to getting hired for a future job. Before you interview [Ms. Krawetz’s classes on Fri. March 1, and Mr. Murphy’s on Wed. March 6], you will complete the following tasks and place the following documents in your “red” your employment file. We will start these assignments in class, but you may need to take them home to finish!

- 1) Write a business style cover letter;
- 2) Fill out a job application;
- 3) Compose a resume;
- 4) Think about and write answers to interview questions.

Interviewing: This week, we’ll roleplay how to interview. We’ll go over the “soft job skills” needed for all jobs (punctuality, enthusiasm, teamwork, dress...) you’ll demonstrate in your interview. **Remember, communication matters; everything you do and say reflects your readiness and eagerness for a job.*

- Communication = Speaking + listening + eye contact + facial expressions + firm hand shake + body language and posture + showing eagerness + all the written documents you submit.
- Communication isn’t just “what” you say, but HOW you say it! Everything you communicate in talking, writing & non-verbal messages tells a future boss about you.

Enclosed in this packet are the documents for your red employment file that are due the day before interviews. ***Due for Ms. Krawetz’s class on 2/28, & Mr. Murphy on 3/5!**

Employment File Documents *Mark “x” when each item is completed:

Page 1-2	Write a cover letter. Follow the format provided writing neatly on lined paper. *Optional to type cover letter & print at home.	Done = x
Page 3	Job Application -Apply for (3) jobs that fit your skills and interests.	
Page 4	Resume -Fill out worksheet. *Optional to type resume & print at home.	
Page 5	Example Resume -Refer to this as you fill out your resume.	
Page 6	Making the Right Impression: Interviewing questions to consider. -Please write out answers to prepare for interview.	



Fifth Grade ELA/SS, BizTown Unit, Ms. Krawetz & Mr. Murphy

Writing a Business Style Cover Letter

Directions: Please follow the format provided writing neatly on lined paper.

*Optional: Type your cover letter and print it at home.

Part of the letter	Example
1) Date at the top left	Today's Date: Feb. 25, 2019
2) Greeting	Dear BizTown Department of Talent Development,
3) Body of Letter -See below ↓	
A. Introduce yourself.	My name is _____ and I am very interested working at JA BizTown. Currently, I am a student at _____.
B. State the job or jobs you're applying for.	I am very interested in applying for the position(s) of _____ at JA BizTown.
C. Tell about "hard job skills" & experience that match the job(s) you're seeking. *Read job description	I am very interested in _____ because... I participate in GISE/GEMS, math team, newspaper... I have experience with _____ as demonstrated by... My favorite subject is school is _____ because
D. Tell about "soft job skills" that show your character.	I am organized, helpful, responsible, cooperative, a hard worker, team player as demonstrated by... <u>NOTE:</u> Provide an <i>example</i> of how you use this "soft skill."
4) Business Closing	OPTIONS: Sincerely, Sincerely yours, Yours truly, or Best Regards, & remember to place a comma after it.
5) Cursive Signature with first and last name at bottom left.	<i>Jane Doe</i>

Example Cover Letter:

Feb. 25, 2019

Dear BizTown Department of Talent Development,

I am very interested in working the JA BizTown Philanthropy Center. Currently I am a fifth grader at Lake Harriet Upper Campus in Minneapolis where I'm active in many activities during & after school.

Specifically, I am interested in applying for the Executive Director opening at the Philanthropy Center. In this job, I would share my leadership and vision, partnering with community CEO's to recruit board members and contributions, and setting fiscal goals. I think this jobs would be a good fit for me.

I would bring my math abilities to this job which would help in setting budget goals and overseeing grant writing & salaries. I participated in service learning volunteering at People Serving People which taught me a great deal about the non-profit world, and how to fundraise in the community.

I am great with people and am known for being a clear communicator. I set the bar high for myself and others that I supervise and I would be a very hard worker and a strong leader if hired for this position I look forward to hearing back from you soon. I will provide references upon request.

Sincerely yours,
Jane Doe

* Start your letter on the next page ☺

JA BIZTOWN JOB APPLICATION

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____
Street _____ City _____ State _____ Zip _____
Phone () _____ Email address _____

EDUCATION

Name of School	Grade Level	Favorite Subject

HOBBIES (Favorite Activities)

Things you like to do in your spare time: _____

Favorite after-school activity: _____

EMPLOYMENT OBJECTIVE

FIRST CHOICE of a *JA BizTown* job: _____
Business: _____
What interests and skills do you have that would make this job a good fit for you? _____

SECOND CHOICE of a *JA BizTown* job: _____
Business: _____
What interests and skills do you have that would make this job a good fit for you? _____

THIRD CHOICE of a *JA BizTown* job: _____
Business: _____
What interests and skills do you have that would make this job a good fit for you? _____

Date: _____ Signature: _____

Carefully remove this page and give it to your teacher.



WRITING A RESUME

First & Last Name _____

Lake Harriet Upper Campus
4912 Vincent Ave S.
Minneapolis, MN 55410

Position Sought

Abilities and Talents

- ❖
- ❖
- ❖
- ❖

Achievements and Awards

- ❖
- ❖
- ❖

Work Experience

Education and Training

TYRA SMITH'S RESUME

Tyra R. Smith
1234 JA BizTown St.
JA, USA 80906
Phone: (719) 555-19L9

Objective

Obtain a teller position in the local *JA BizTown* Bank.

Education

Moonbeam Elementary School, JA, USA
Classes I like: English, Scienze, Math
Classes I hate: Art

Work Experience

Washing Dogs
Mowing Lawns
Helping Clean

Accomplishments

First Place in Track Race at School
Second Place in Math Bowl at School

Activities

Bicking
Math Club

Service

Volunteer for Lots of Stuff

References available upon request.

MAKING THE RIGHT IMPRESSION

Name _____

Directions: Review the interview questions below and write the answers you would give during a job interview.

Interview Questions

1. What activities do you like to do at school?

2. What skills do you have that would make you a good employee?

3. Do you like working alone or with other people?

4. How would your friends describe you?

5. What out-of-school activities do you participate in? Any volunteer work?

Citizen Alert!

Remember that it is important to be honest when interviewing for a job. Honesty is the best policy!

