

Lesson Plan: Introduce Yourself to Potential Employers

Overview

In *Introduce Yourself to Potential Employers*, students will create a short deck in Google Slides to highlight their education, experience, skills, and accomplishments.

Objectives

By the end of this lesson, students should be able to:

- Achieve the following objectives:
 - Organize information that would be useful to present to a possible employer.
 - Create a slide deck that presents the information effectively.
- Answer the following essential questions:
 - How can I present myself favorably to someone who might want to hire me?
 - What are the benefits of using a slide deck to present myself?
- Internalize the following enduring understandings:
 - I can organize my education, experience, skills, and accomplishments all in one place by creating a slide deck presentation.
 - Giving a polished presentation helps me present myself professionally to potential employers.

Digital Skills

As they complete this lesson, students will learn and practice the following digital skills:

- Create a new slide deck.
- Choose a theme for a slide deck.
- Insert text, images, and new slides into a slide deck.
- Format text in a slide deck.

Terms and Concepts

As they complete this lesson, students will learn and use the following terms and concepts:

- Slide deck
- Theme
- Elevator pitch

Total Duration

Materials

- 45 minutes (can be extended to 90 minutes with extension videos)
- Computer with internet access (per student)
- Headphones (per student)
- [Applied Digital Skills website](#)

Lesson Outline: Main Videos Plus Extensions

Video	Duration	Description
1 Introduction to Introduce Yourself to Potential Employers	5 min	Students are introduced to the lesson, create a new presentation, and give it a title.
2 Begin to Build Your Presentation	15 min	Students choose a theme for their deck, type their name and format the text, create an elevator pitch, and include an optional picture of themselves.
3 Continue to Build Your Presentation	15 min	Students insert new slides listing their qualifications, experience, skills, and other information that would be interesting to an employer. They may also add pictures to highlight their work or activities.
4 Introduce Yourself to Potential Employers Wrap-Up	5 min	Students wrap up the lesson and discover how the skills they learned can apply to other tasks.
* Extension: Add Speaker Notes	10-15 min	Students add speaker notes to remind themselves of what they want to say during the presentation.
* Extension: Create and Share a Slideshow	10-15 min	Students create a slideshow by adding transitions and viewing the slides in Present mode. They also share the presentation through a shareable link or embedding it into a website.
* Extension: Change the Look of the Slides	10-15 min	Students experiment with different themes, text formatting, and colors to create a very formal version of their presentation and a more casual version.



Prep

Before introducing this lesson to students:

- Create a teacher account at g.co/applieddigitalskills, and add a class.
- Distribute the class code to your students.

Procedure

1. Introduce the lesson: Prompt students to think about how they would go about presenting their experience to a potential employer for a job, volunteer position, or internship. (see [Appendix](#) for suggested prompts).
2. Check in with students during class: Meet one-on-one or in small groups as students watch videos (see [Appendix](#) for suggested prompts).
3. Wrap up the lesson: Give a short closing and facilitate brief discussion about what students learned and experienced (see [Appendix](#) for suggested prompts).

Check Outcomes

Walk around the class and monitor progress to ensure students:

- Open a new deck in Google Slides and rename it.
- Choose a theme for their deck.
- Type their name and format the text.
- Write an elevator pitch.
- Include active pictures of themselves (optional).
- Add slides after the first one.
- List education, experience, accomplishments, and skills on the remaining slides and format the text.

Assessments

Applied Digital Skills offers two tools to help measure student learning -- the end-of-lesson quiz and the student project rubric.

- **The end-of-lesson quiz** contains multiple-choice and open response questions. Use the quiz to help measure students' ability to recall what was covered in the lesson and demonstrate their understanding of how to use digital skills in different scenarios.
 - Note that the answer key is only available here in the teacher lesson plan
- **The student project rubric example** includes example criteria to score and provide comments on student projects created for this lesson. The rubric is designed to measure students' understanding and their ability to apply the digital skills covered in the lesson. Add additional rubric criteria to meet your needs.

Resources

- [Example Project](#)

- [Student Project Rubric](#)
- [Appendix](#)

Tip: This lesson is designed to be completed in a single class period. It has multiple videos for students to watch, which vary in duration and guide students through building a main project around a central theme. Also included are three optional extension videos, which should each take students 5-10 minutes to complete. They can be added to the main lesson to extend instructional time and allow students to add on to their projects and reinforce skills.

Tip: Assign groups. Some videos require students to work in pairs or groups. Save time by assigning students before the lesson begins.

Tip: Reserve 5 minutes at the beginning and end of each lesson. Start each class with a 5-minute introduction and end each class with a 5-minute closing.

Tip: Use the rubric to evaluate student work. Rubrics are linked in each lesson plan to evaluate student work. Share a copy of the rubric with students before they turn in their projects.

High School

Example Student Outcome (Create a Slide with a Theme, Your Name and an Elevator Pitch)

The screenshot shows a Google Slides presentation titled "Amber Rutley's Introduction". The slide features a yellow and blue background. The name "Amber Rutley" is displayed in a large, blue, serif font, enclosed in a red rectangular border. Below the name, the elevator pitch is written in white text on a black rectangular background: "A senior high school student with experience in social media and photography, seeking an internship in social media." Red arrows point to the background, the name, and the elevator pitch, with labels "Theme", "Name with Formatted Text", and "Elevator Pitch" respectively. The slide is part of a presentation with three slides visible in the left sidebar. The top toolbar includes options like "Present" and "Share".

Example Student Outcome (Create Slides Listing Items Like Your Education, Experience, Activities, and Accomplishments)

The screenshot shows a Google Slides presentation titled "Amber Rutley's Introduction". The slide being viewed is titled "Education and Experience" and contains a bulleted list of achievements. A photo of a student is also included on the slide. Red arrows and text labels point to specific elements: "Titled Slide" points to the title, "Bulleted list" points to the list, "Listed achievements" points to the list, and "Added a picture (optional)" points to the photo.

Education and Experience


- College-prep, AP English, AP History, computer programming, statistics, and photography classwork.
- Maintain 3.9 GPA.
- 2 years experience as retail clerk (part-time) at Shawna's Gifts. Acted as cashier and shift leader for past 6 months.

Click to add speaker notes

Example Student Outcome: Extension (Add Speaker Notes)

Activities and Awards

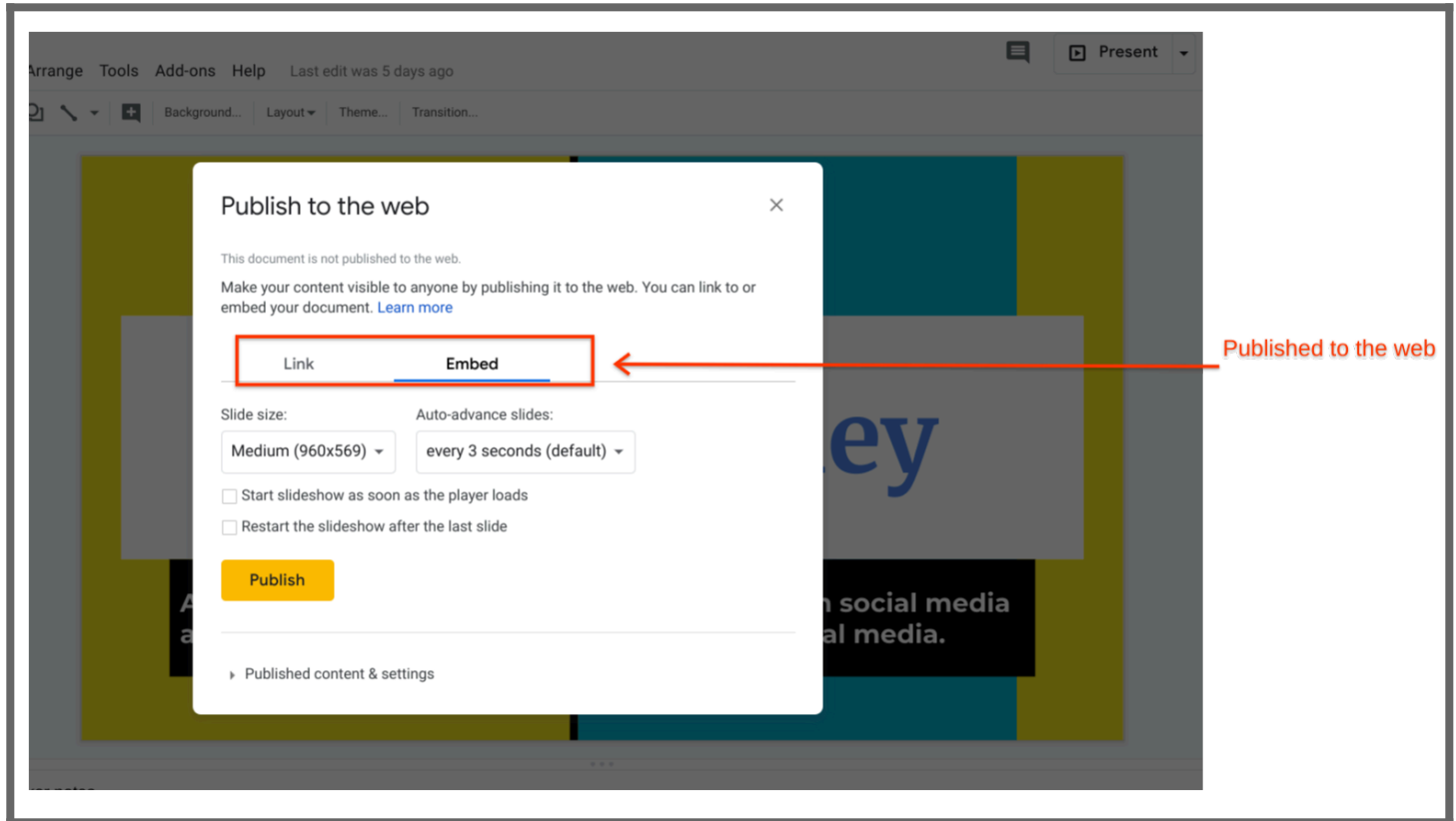
- Play on school's women's soccer team.
Created website for the team and maintain team's Twitter feed and Facebook page.
- Active member of Photography Club for three years, elected to treasurer position two years.
- Named to National Honor Society.



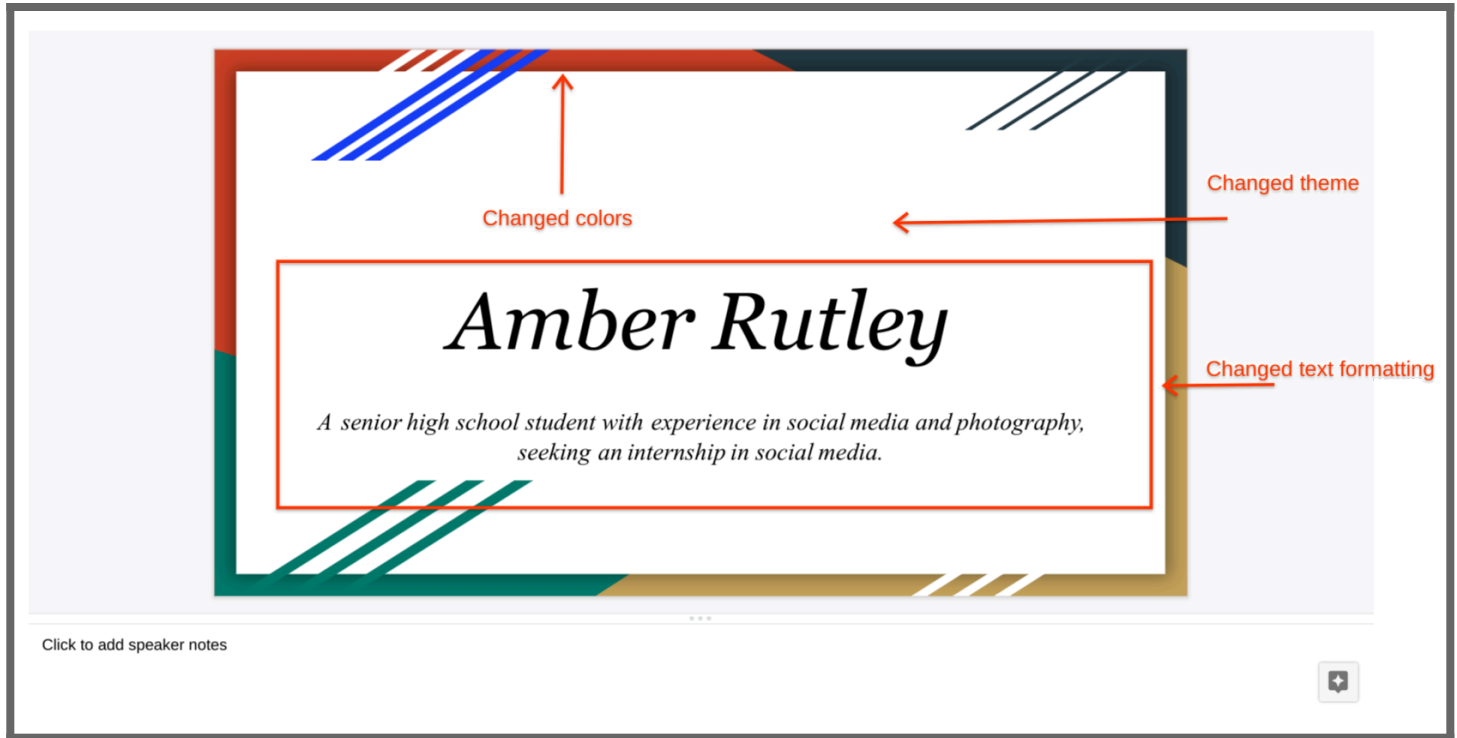
Added speaker notes

-Played soccer sophomore, junior, and senior year
-Plan on continuing to play in college
-Plan on being on the college newspaper staff so I can continue doing photography

Example Student Outcome: Extension (Embed or Link a Slideshow)



Example Student Outcome: Extension (Change the Look of the Slides)



Appendix

Introduce Yourself to Potential Employers

Introduce the lesson and prompt students to think about how a creating a slide deck presentation can highlight their education, experience, accomplishments, and skills to a potential employer.

Say *To get started and join our class, go to g.co/applieddigitalskills and select "Sign In." Click on your Google account (or create one), choose "I am a student," and enter our class code. (Teacher note: Locate your class code on your dashboard.) After you join our class, proceed to Video 1 and begin watching.*

Ask

- *Have you ever created a slide presentation before? If so, for what reason? How did you use it?*
- *Have you ever had a meeting with someone where you had to present yourself in a professional way?*

Describe the activities and outcomes for the lesson.

Say *In this lesson, you will produce a slide presentation that contains professional information and can be used as an introduction to potential employers.*

Say *Go to g.co/applieddigitalskills and select "Sign In" to log into your profile. If you see "Wait," click it and move onto the next unit. If you already see "Introduction to Introduce Yourself to Potential Employers" then you are ready to begin watching the first video. Watch the first video, and complete the steps described.*

Teacher Note	If students need help accessing the lesson, have them navigate the curriculum menu by clicking on "Curriculum" at the top of the page, then scrolling down and selecting the correct lesson.
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Intro/Closing Questions

- *What types of items do you think would be good to include on a presentation if you were trying to obtain a job, volunteer position, or an internship?*
- *Is it better to make a professional presentation in this instance or a more casual one?*

Engage

- *Was it difficult to decide which items to include in your presentation?*

Wrap up the lesson.

Wrap-Up Summarize the lesson and celebrate that, as a result of the skills learned, they created an exciting project.

High School

Say *In this lesson, you created a presentation in Google Slides to help a potential employer get to know you better.*

Ask

- *Tell us about a time you created something to try to influence someone in some way (such as a persuasive presentation for school).*
- *What else might you use a presentation like this for?*
- *How will you apply the new skills you learned here to your life or work?*

Quiz Answer Key

1. B
2. D
3. C
4. A
5. A
6. D
7. B
8. A
9. C
10. Open-ended
11. Open-ended
12. Open-ended

Evaluating Open-ended Response to Question 10

Look for responses that include:

- Qualifications related to the job they're applying for
- Skills to successfully perform the job
- Information about education and experience
- Or specific examples such as:
 - Classes
 - GPA
 - Past jobs
 - Extracurricular activities
 - Achievements
 - Skills
 - A recommendation or reference from an adult such as a teacher

Questions 11 and 12

Responses to these two questions can be used to:

- Identify concepts and/or skills that students may need additional instruction on or practice with to fully understand.
- Identify where the digital skills and concepts could be embedded in future classroom activities and assignments.

High School

- Identify if students are making connections between the digital skills and concepts covered in this lesson and how they can use those digital skills and concepts in different settings or on different assignments.