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Lesson Plan: Interviewing Techniques

Objective: The student will learn the techniques used in the process of getting a job.

- **Cover Letter**
- **Resume**
- **Interview Questions**
- **Follow-up**
- **Second Interview**
- **Thank You letter**
- **Practice Interviewing Techniques**

Resume Writing

a. Cover Letter

b. Personal Resume

Personal information

Objective

Accomplishments

Experience

Education

Personal/work references

Related information

II. Interview Questions

a. Tell me about yourself

b. Why do you want to work for me.

- c. Why should I hire you?**
- d. What are your long term goals?**
- e. How do you feel about working overtime?**
- f. How would you handle this situation.....**
- g. What three adjectives would you use to describe yourself?**
- h. Do you have any questions for me/us?**

III. Follow-up

- a. Second interview/phone call**
- b. Thank you letter**

IV. Practice interviewing