



Business Finance Virtual Learning

11th and 12th/ Lesson:

**CREATE: A Resume and Cover
Letter**



Lesson: 5/08/2020

Students will be able to:

- **Explore the process of writing a resume and cover letter**
- **Create their own professional resume and cover letter**

Question Starter:

Is a cover letter necessary to apply for a job?

Reference: [The Balance Careers- Is a Cover Letter Necessary to Apply for a Job?](#)

You have explored the reasons employers look at cover letters and resumes and the components that go into making them effective. Now you have the opportunity to create your own!

Click on the link and follow the instructions. Then use the template to complete your resume and cover letter.

[Create: A Resume and Cover letter](#)

Exit Ticket:

Besides a great resume and cover letter, what are some other best practices a job seeker can do to increase their chances of getting hired?

[Reference: The Balance Careers -15 Quick Tips to Get Hired Fast](#)