



Factors in Career Programs Video Series Video 7: Professional Skills

In this video we hear from host Hannah Early, who reviews the professional skills that were highlighted throughout the series. She takes a closer look at job descriptions, resumes and cover letters.

Students Will Be Able To

- Utilize a job search engine to locate a job description.
- Examine a job description and document its key components.
- Summarize the job description by writing a brief paragraph.

Lesson (55 minutes; grades 6+)

To begin the final lesson, facilitate a conversation with students regarding what they have learned from this video series. Ask students whether the series has motivated them to consider an internship, job or job preparedness. Allow for collaborative discussion before introducing the video.

View the Hudson Valley Career Program Video Series video with your students.

Following the video, challenge students to use a job search engine (like Indeed, Monster or Idealist) to locate an available job in the Hudson Valley region. Once they've located the job, have them identify key components of the position, including: job title; job overview; responsibilities; qualifications; schedule; wage; and instructions for applying. You may want to revisit this portion of the video (1:46). Have them document their findings. Once they have, ask them to summarize the job description in a brief paragraph. Have them submit their key components and summary to demonstrate understanding.

Lesson Extender

Encourage students to use extra time to review their Job Search Plan folders and complete their resumes. Have them exchange completed resumes with peers for feedback.

What You'll Need

Hudson Valley Career Program Video Series

[Video 7](#)

Projector or screen-sharing platform

Computer and internet connection

Job Search Plan folder from previous lesson

Time

5 minutes

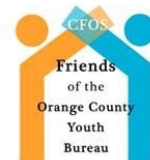
40 minutes

10 minutes

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