

Build career awareness and job skills through the NAF [Job Essential](#) resources. These lessons help students dive deeper into career research while developing understanding essential to internship and career success. Lessons are designed for classroom implementation and include opportunities for students to connect with professionals in the learning process. Explore these lessons when looking for a refreshed approach to introducing essential career practices to students.

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Introduction

In this lesson, students will participate in activities that invite them to examine what college and career readiness mean and what it can look like for different people and different circumstances. Lesson 1 also sets up the idea of the Career Mural, a confidence-building, visual representation of their progress, illustrating that regardless of personal high school experiences, every student has something to offer in a professional environment.

- [Lesson 1: Let's Get College and Career Ready](#)
- [Lesson 1 PowerPoint Presentation](#)
- [NAF Introduction Video](#)
- [Career Mural Checklist Worksheet](#)
- [NAF Alumni Journey Map Worksheet](#)
- Student Access to [NAF Alumni Video Playlist](#)
- [Empathy 360 Worksheet](#)
- [Internship Ad Activity Worksheet](#)
- [Sample Internship Advertisements](#)

Workplace Research

Students often can feel as though they don't have applicable skills when, in fact, they possess many skills that are coveted by employers. In addition to skill identification, this lesson seeks to highlight the two-way nature of careers: as much as employers are seeking employees with certain skills, employees should also be seeking employers that align with the workplace values that they find important.

- [Lesson 2: How Do You Find Your Dream Job?](#)
- [Lesson 2 PowerPoint Presentation](#)
- [Skill Badge Worksheet](#)
- [Job Roles Lesson on Open P-TECH](#)
- [How to register for access to our Open P-TECH lessons](#)
- [Job Role Index Worksheet](#)
- [Work With Me! Game Materials](#)
- [Company Index](#)
- [Workplace Insider Career Fair Checklist](#)

Resumes

Learning the characteristics of and writing an effective professional resume is a lifetime career skill. Through examples, activities, and practice, students will be able to identify the characteristics of effective resumes and be able to apply them when writing their own. The examples and activities are also meant to illustrate to students what their resumes may look like if they are high school students applying for internships and careers without professional work experience, and how to play to their strengths.

Note: This lesson involves students creating and/or editing their own LinkedIn profiles. Please note that LinkedIn's terms of service stipulates that users must be at least 16-years old in order to create a profile. Additionally, please check to see if firewalls will prevent students from accessing LinkedIn. If students are unable to access, please use the alternative suggestions in the lesson.

- [Lesson 3: How to Ace Your Resume](#)
- [Lesson 3 PowerPoint Presentation](#)
- [Student Personas](#)
- [Gallery Walk Notes Guide](#)
- [Sample Resumes](#)
- [Sticky Note Resume Guide](#)
- [LinkedIn's "Building a Great Student Profile" Guide](#)
- Student Access to [LinkedIn.com](#)
- [LinkedIn's "Resume Writing Tips" Guide](#)

Social Media

Help student build a work brand with social media and general online presence that represents the students. Students, generally speaking, are savvy to the world of social media and often know more about these platforms than the adults around them do. For this reason, lesson 4 is focused on recognizing how we want to portray ourselves to employers and figuring out how to best harness existing online platforms for this portrayal.

- [Lesson 4: A Brand That Works For You](#)
- [Lesson 4 PowerPoint Presentation](#)
- [Social Media Lesson on Open P-TECH](#)
- [How to register for access to our Open P-TECH lessons](#)
- [My Future Work Brand Slide Deck](#)
- [Future Work Brand Reflection](#)

Interviewing

Students can sometimes feel nervous, intimidated, or uncertain about being in a job interview, particularly if they have never done one before. This lesson seeks to dispel these feelings and let students go into a real career interview with informed confidence about how to approach all kinds of interview questions, including how to deal with illegal questions.

Note: There is a mock interview at the end of the lesson that suggests "professional dress."

If accommodation is needed and can be made, please explore these options ahead of time.

- [Lesson 5: Let's Prepare For Job Interviews](#)
- [Lesson 5 PowerPoint Presentation](#)
- [Interview Lesson on Open P-TECH](#)
- [How to register for access to our Open P-TECH lessons](#)
- [Illegal Interview Question Guide](#)
- Access to [16 Personalities](#)
- [MBTI Peer Reflection Sheet](#)
- [Mock Interview Questions and Rubric](#)