

Lesson Plan: Applying for a job

Duration: 45min x 2

Target group/ number of participants in the group

A1 level, adult learners, 4-10 participants

Facility/ Equipment

- Smart TV/Projector
- Internet access
- “Telephones”
- Whiteboards and pens

Tools/ Materials

- Flashcards
- Scripts for “phone calls”
- Templates

Lesson’s objectives

By the end of the lesson, learners will:

- Collate a list of sources for job searching
- Identify the processes of applying for jobs
- Demonstrate how to apply and accept interviews

Digital tools involved/ reference to digital solutions

- Website searches
- e.g Jobcentre online, INDEED, LinkedIn
- Internet

SPECIFIC OBJECTIVES	METHODS OF WORK	MATERIALS	TIME
Glossary	<p>Prepare a list of essential vocabulary:</p> <ul style="list-style-type: none"> • Recruitment • Application • Interview • Successful • Rejection <p>Teacher will place word and meaning on floor for learners to find and match</p>	Flashcards of each word and meaning to match together	10 min
Lead-in	<p>Show interview video and discuss how to get an interview</p> <p>Watch and discuss together –</p> <p>What stood out</p> <p>Anything that someone would or wouldn't do</p>	You tube videos	10 min
Warm-up	<p>T to show all the available job search websites, how to filter get all details and download any relevant information.</p> <p>students research and record the websites for future use.</p>	Websites and projector/s mart screen	10 min

SPECIFIC OBJECTIVES	METHODS OF WORK	MATERIALS	TIME
Listening /Speaking practice	<p>Learners will role play calling businesses to request an application pack. Taking turns, each being applicant and employer.</p> <p>Cover introductions, Where they saw the job What they are requesting Deadline Thank you and goodbye</p> <p>Learners practice calling employers to accept an interview ensuring to ask for all relevant information</p> <p>Cover introduction Thank you for invite Request/clarify information Thank you and goodbye</p>	Scripts	30 min
Writing practice	<p>Practice CV writing or application forms</p> <p>Teacher to provide a CV or application form template and talk through them giving hints and tips.</p> <p>Learners to choose one template and complete, the other to be taken home as home study</p>	Templates	15 min
Wrap up	<p>Brainstorm</p> <ol style="list-style-type: none"> 1. Ask to write on whiteboard potential list of jobs/areas they could work in. 2. Ss to follow up by writing potential way of applying 	Whiteboard and pens	15 mins

HANDOUT 1 Lesson Plan: Applying for a job

Key CV Writing Strategies

Formatting Essentials

- Use professional fonts like Arial or Calibri (10-12 point size)
- Create generous spacing with 2.5cm margins
- Bold your name and make it slightly larger
- Maintain consistent formatting throughout
- Content Optimization
- Tailor your CV for each specific job application
- Incorporate keywords from the job description
- Focus on accomplishments, not just responsibilities
- Use active, powerful verbs like 'created', 'analysed', 'devised'

Modern CV Considerations

- Digital Proficiency
- Highlight digital skills and remote work tool familiarity
- Include experience with collaboration platforms
- Showcase tech-related competencies relevant to your industry
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Strategic Presentation

- Quantify achievements with specific metrics
- List work experience in reverse chronological order
- Cover only the last 10 years of employment
- Include a compelling personal branding statement

Additional Recommendations

- Create a professional email address
- Proofread carefully
- Have a colleague review your CV

HANDOUT 2 Lesson Plan: Applying for a job

Key Strategies for Successful applications

Tailoring Your Application

- Customize your CV and cover letter for each specific job
- Use keywords from the job description
- Highlight achievements, not just job duties
- Use a clean, professional design
- Focus on the last 10-15 years of experience
- Use the STAR method (Situation, Task, Action, Result)
- Emphasize relevant skills and accomplishments
- Personal Branding
- Develop a strong online professional presence
- Ensure your LinkedIn profile matches your CV
- Control your digital narrative
- Be genuine and professional across online platforms
- Networking
- Build meaningful professional connections
- Engage with industry professionals on LinkedIn
- Seek referrals and internal recommendations
- Participate in professional discussions and groups
- Keep track of jobs you've applied to
- Proofread all documents carefully
- Address the hiring manager by name when possible
- Highlight transferable skills
- Show genuine enthusiasm for the role
- Additional Recommendations
- Use AI tools to enhance your job search
- Be honest about employment gaps
- Prepare specific details about each job application
- Update your professional profiles consistently



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