

# Job Search Simulation Activity

**AN ESSENTIAL LIFE & CAREER LESSON**

**Students complete the job search process in this REAL-LIFE simulation activity.**

**An Essential Life Lesson for all Students**

**Designed to be printed out in a packet for each student**



**NO PREP!**

BUSINESS EDUCATION WITH *Denise Leigh*

# Students complete the entire job hunting process.

Students create a slide presentation using Google Slides or Microsoft PowerPoint to showcase each step of their Job Quest.

- ✓ Skills and needs reflection,
- ✓ Searching for a desired job listing,
- ✓ Preparing a resumé,
- ✓ Preparing a cover letter,
- ✓ Submitting a job application,
- ✓ Preparing for an interview,
- ✓ Sending a Thank-You letter or email

*An Important Lesson For ALL Students*

**Approx. 1 week Teaching Duration**



# 13 Slides included

## JobQuest: The High School Hustle Simulation


Prepare employment documentation to land the job that you want.



### Overview of this simulation:

1. Skills and needs reflection
2. Search for a desired job listing
3. Prepare a resume
4. Prepare a cover letter
5. Submit an application
6. Prepare for an interview
7. Send a thank you email

Create an 8 slide presentation using Microsoft PowerPoint or Google Slides. You will be using that presentation to showcase each step of your JobQuest. Design the first slide as your title slide. Title it with your name and "JobQuest: The High School Hustle".



### Skills and Needs Reflection

Before searching for a job, it is important to reflect on your skills, gifts, talents, needs and desires from a job. We spend most of our waking hours at work. It's wise to choose a career or job after doing a thorough reflection.

For your reflection, create a 4 column, 5 row table in Microsoft Word, Google Docs, or a spreadsheet program of your choice. Use the headings as shown below. List four components under each category that describes you or what you are looking for in a job.

| Skills | Interests | Work Environment | Living | Desires |
|--------|-----------|------------------|--------|---------|
|        |           |                  |        |         |
|        |           |                  |        |         |
|        |           |                  |        |         |
|        |           |                  |        |         |

Examples of what might go in each column:  
**Skills:** Microsoft Suite, Google Suite, welding, communication skills, interpersonal skills, proficiency in any software program, proficient playing an instrument, coding.



### The Job Search

There are several job sites that are a great way to find a job. Now that you have reflected on what you might want in a job, and what skills you could bring to the workplace, search for a job that interests you.

Listed in the frame below are 6 sites that are a great place to start.

After finding one job in which to pursue, take a screenshot or snip of the listing and paste it in slide #3 of your JobQuest slide file. Link the post on the slide as well.

| Top Job Sites |
|---------------|
| Indeed        |
| ZipRecruiter  |
| LinkedIn      |
| Glassdoor     |
| Wellfound     |
| USA Jobs      |



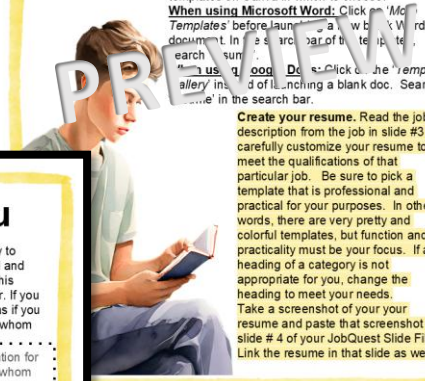
### The Resume

Your resume is a document created and used by you to display your background information, skills, and accomplishments. It is also important to include your objective in the current phase of your life. Are you looking for employment advancement OR employment to gain experience and polish employability skills? Your resume is a great chance to offer this information.

There are so many platforms in which to create a resume. Canva, Microsoft Word, and Google Docs are three of the most popular. Choose one of these resume platforms and create a resume using an easy-to-navigate template.

When using Canva: There are over 14,000 templates on Canva in which to choose. When using Microsoft Word: Click on "My Templates" before launching a word document. In a search bar of the template search, search for "resume". When using Google Docs: Click on the "template gallery" instead of launching a blank doc. Search for "resume" in the search bar.


Create your resume. Read the job description from the job in slide #3 and carefully customize your resume to meet the qualifications of that particular job. Be sure to pick a template that is professional and practical for your purposes. In other words, there are very pretty and colorful templates, but function and practicality must be your focus. If a heading of a category is not appropriate for you, change the heading to meet your needs. Take a screenshot of your resume and paste that screenshot in slide #4 of your JobQuest Slide File. Link the resume in that slide as well.



### The Job Application

Complete this job application to the best of your ability. In order to fill it in, simply double click on each section and a Google Doc Drawing window will open and allow you to complete it. If this packet was printed out for you and you can not access the job application as a link, your teacher was given a link to this application in a launch page. Simply ask that that link be shared with you.

After completion of this job application, take a screenshot or snip of each page and paste it in slide #6 of your JobQuest file. Also, link it in your file as well. Be sure to share the rights to this document so that "anyone with a link can view".



### The Interview

Preparing for an interview is very important. There are countless sites and resources available online that offer interview questions for one to study and prepare for great interview responses. Search the internet for questions and select 3 questions in which to prepare a response.

Use one of the Diagrams (using Google Slides) or SmartArt (using Microsoft PowerPoint) to insert these questions and your response in slide #7 of your JobQuest File. Diagrams and SmartArt graphics fill the programs for ease of inserting data of information as well as professional appearance. ALL of the questions that you are asked in an interview about the job are included on slide #3. Use this question by inserting a shape and adding the question to the shape on slide #7 as well.

These graphics are included below for your visual aid.

Completed using Google Slides. Select the Insert tab, click on Diagram, then Process. Format and change what you want.

Question #1: Tell me a little bit about yourself. I am an enthusiastic person who loves animals and learning.

Question #2: What is your major goal in life? I would like to find a career that uses and that gives me a purpose in which I can be proud.

Question #3: What is your greatest weakness? I tend to be a perfectionist, sometimes I need to let go.



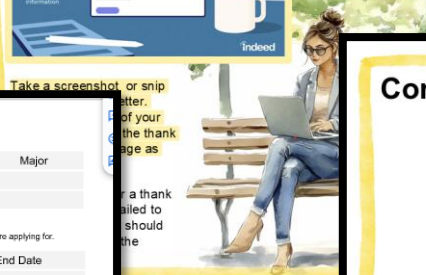
### Follow-up Thank You

Sending a thank you email or letter after an interview is a great way to stand out and let the interviewer know that you are really interested and sincere in applying for this job. Using one of the platforms used in this project file, complete a follow-up thank you letter to your interviewer. If you sent this thank you letter via email, it would be in the same format as if you sent it as a hard copy. You should always address the person with whom you were interviewed by name in the salutation.

Use this information for the person with whom you are sending the letter.

Carla J. White  
1234 Main St.  
Washington, PA 16790

Take a screenshot or snip of your thank you letter and paste it in slide #8 of your JobQuest file. Link the letter in that slide as well.



### The Cover Letter

A cover letter is a document sent to hiring managers that describes your qualifications, work history, skills, and education. It is sent together with a resume as a way to demonstrate your personality and explain the reason why you are the right candidate for the position.

Create a cover letter for the job that you selected in slide #3 of your JobQuest File. You may want to use a template from one of the same platforms as used for your resume. Below is a graphic (Source: Grammarly) that may be helpful. Below is also the return address and contact information to use for this letter.

Take a screenshot or snip of your cover letter and paste it in slide #5 of your JobQuest slide file. Link your cover letter in the file as well.

Cover Letter Format

Header: Name, Address, City, State, Zip Code, Phone Number, Email Address


Salutation: Dear Hiring Manager,

Opening paragraph: I am writing to express my interest in the position of [Job Title] at [Company Name]. I was inspired to apply for this position after reading the job description and learning more about your company's mission and values.

Body paragraph: I believe I am a strong candidate for this position because of my [Skill/Experience] and my passion for [Industry/Field]. In my previous role at [Company Name], I successfully [Achievement/Task], which demonstrates my ability to [Skill/Quality]. I am confident that my skills and experiences align well with the requirements of this position.

Closing paragraph: Thank you for considering my application. I am excited about the opportunity to join your team and contribute to your success. I look forward to hearing from you regarding the next steps in the hiring process.

Sign-off and signature: Sincerely,  
[Your Name]



### Employment Application Form

Business Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State & Zip Code: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Personal Information  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Are you a veteran?  Home  Mobile  Work  
 Yes  No

Educational Background  
Level of Education Completed:  High School  College  Graduate

Professional Qualifications  
Do you have a valid driver's license?  Yes  No  
License Number: \_\_\_\_\_ State: \_\_\_\_\_ Issue: \_\_\_\_\_  
Any accidents in the past 3 years?  Yes  No  
If yes, how many? \_\_\_\_\_

Legal and Employment Eligibility  
Are you legally authorized to work in the U.S.?  Yes  No  
Check if required?  Yes  No

If yes, please explain: \_\_\_\_\_

Position Details and Requirements  
Position Applying For: \_\_\_\_\_  
Type of Employment:  Full-Time  Part-Time  Temporary  
Shift Preference:  Day  Evening  Night  
Can you perform the essential duties of the job?  Yes  No

2

### Educational Background

| School Name | Location | Degree Earned | Major |
|-------------|----------|---------------|-------|
|             |          |               |       |
|             |          |               |       |

### Additional Skills or Experiences:

List any relevant skills or experiences that may help you succeed in the position you're applying for.

| Job Title | Start Date | End Date |
|-----------|------------|----------|
|           |            |          |
|           |            |          |

Company Name: \_\_\_\_\_ Department Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

### References

| Name | Phone Number | Relationship |
|------|--------------|--------------|
|      |              |              |
|      |              |              |

### Applicant Statement

I hereby confirm that all the information provided in this application is accurate and complete to the best of my knowledge. I understand that any false information, omissions, or inaccuracies may result in the rejection of my application or termination of employment if hired.

Applicant's Signature: \_\_\_\_\_ Full Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

### Completing your JobQuest File In a Professional Way

Revisit your JobQuest file and complete the work that is to make it look aesthetically pleasing and professional.

Insert a professional title to each slide in your file. Be sure that the title is large enough to fill the title space.

Be sure that each of the screenshots or snips are tightly cropped to showcase your submissions for each step of the career communication process.

Add an appropriate image to each slide. Do this by searching the internet for professional images.

Note: You are permitted under the Fair Use Act to use any image online due to your status as a student and your intent to use this in the classroom only. If you were created a professional presentation for use in business, you would not be permitted to use just any image but only those that are for commercial and fair use.

Add any embellishments, borders, or themes that will add to the professionalism of this slide presentation. The Space on each slide should be used wisely and fill the area with large and easy-to-read captions if needed.



A Job Application  
also included

# Google Slides file that is recommended to be printed out and used year after year



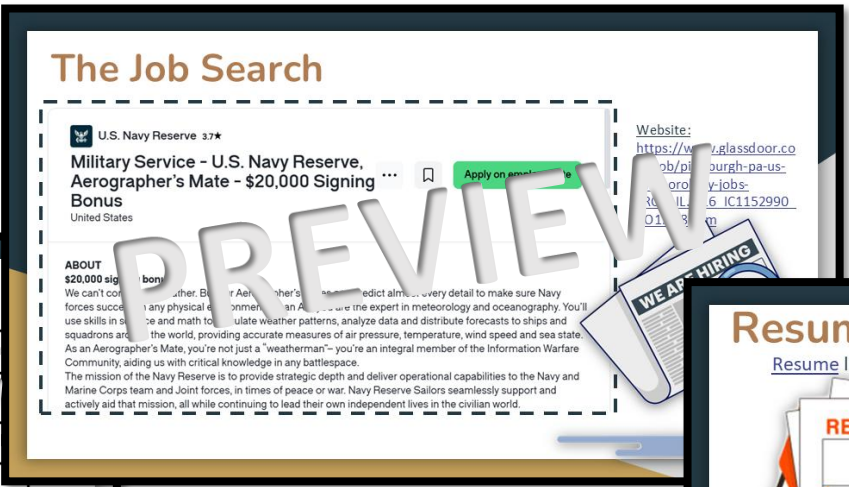
# Student Example Included to Inspire Your Students



**Jade Belty**  
**JobQuest**  
The High School Job Quest

**JOBS**

**WE ARE HIRING**

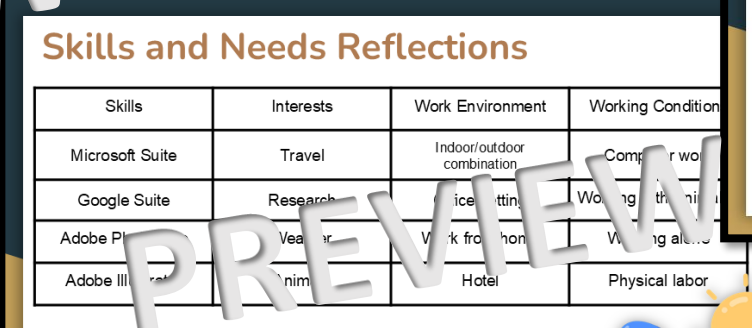


**The Job Search**

U.S. Navy Reserve 37\*  
**Military Service - U.S. Navy Reserve, Aerographer's Mate - \$20,000 Signing Bonus**

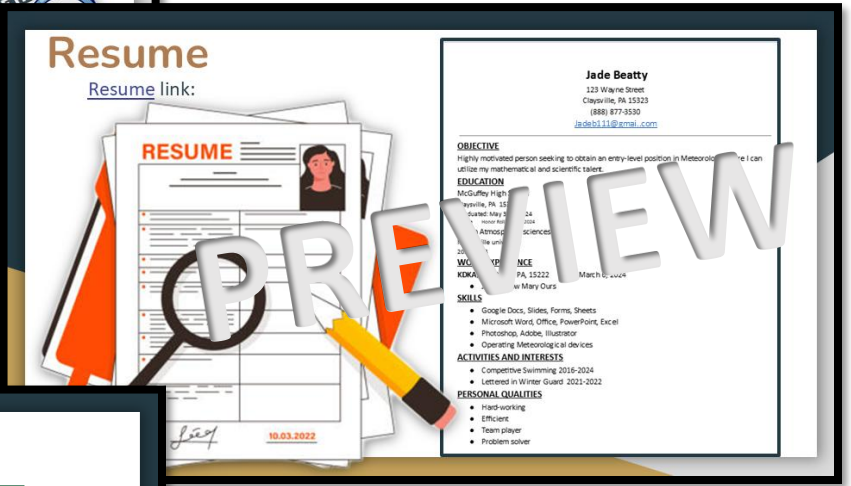
Website: <https://www.glassdoor.com/job-posting/apply-jobs-United-States>

**ABOUT**  
\$20,000 signing bonus. We can't count on you to be a weatherman. You'll use your skills in meteorology and oceanography to predict almost every detail to make sure Navy forces succeed in any physical environment. As an Aerographer's Mate, you're not just a "weatherman" - you're an expert in meteorology and oceanography. You'll use skills in science and math to calculate weather patterns, analyze data and distribute forecasts to ships and squadrons around the world, providing accurate measures of air pressure, temperature, wind speed and sea state. As an Aerographer's Mate, you're not just a "weatherman" - you're an integral member of the Information Warfare Community, aiding us with critical knowledge in any battlespace. The mission of the Navy Reserve is to provide strategic depth and deliver operational capabilities to the Navy and Marine Corps team and Joint forces, in times of peace or war. Navy Reserve Sailors seamlessly support and actively aid that mission, all while continuing to lead their own independent lives in the civilian world.



**Skills and Needs Reflections**

| Skills            | Interests | Work Environment           | Working Condition |
|-------------------|-----------|----------------------------|-------------------|
| Microsoft Suite   | Travel    | Indoor/outdoor combination | Computer work     |
| Google Suite      | Research  | Office setting             | Working this way  |
| Adobe Photoshop   | Weather   | Work from home             | Working alone     |
| Adobe Illustrator | Animals   | Hotel                      | Physical labor    |



**Resume**  
Resume link:

**Jade Beatty**  
123 Wayne Street  
Clayville, PA 15323  
(888) 877-3530  
[jadeb11@gmail.com](mailto:jadeb11@gmail.com)

**OBJECTIVE**  
Highly motivated person seeking to obtain an entry-level position in Meteorology. I can utilize my mathematical and scientific talent.

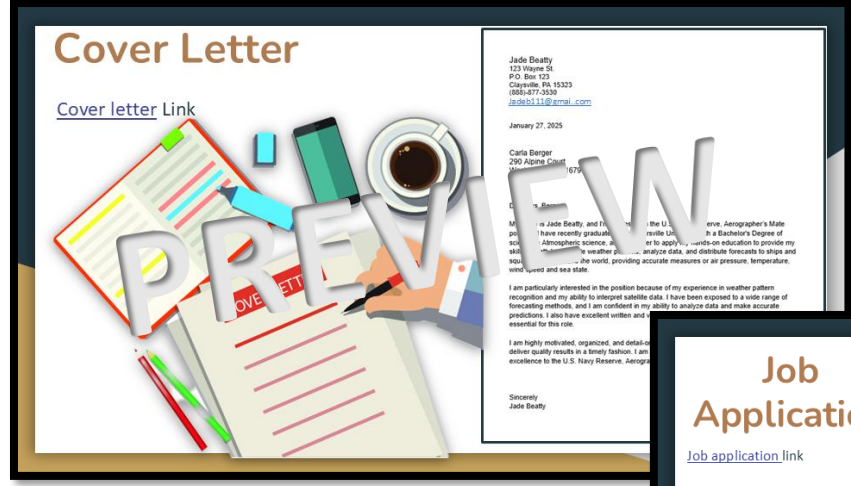
**EDUCATION**  
McClure High School  
Clayville, PA 15323  
Graduated May 2024  
GPA: 3.5  
Activities: Chess, Soccer, Track and Field, Student Council, Student Body President

**WORK EXPERIENCE**  
McClure High School  
Clayville, PA 15323  
March 2024 - Present  
Student Council Member  
Student Body President

**SKILLS**  
• Google Docs, Slides, Forms, Sheets  
• Microsoft Word, Office, PowerPoint, Excel  
• Photoshop, Adobe, Illustrator  
• Operating Meteorological devices

**ACTIVITIES AND INTERESTS**  
• Competitive Swimming 2018-2024  
• Lettered in Winter Guard 2021-2022

**PERSONAL QUALITIES**  
• Hardworking  
• Efficient  
• Team player  
• Problem solver



**Cover Letter**  
Cover Letter Link

January 27, 2025

Carla Berger  
200 Algon Court  
Washington, PA 15301

Dear Ms. Berger,

I am Jade Beatty, and I am currently a Senior at McClure High School in Clayville, PA. I have recently graduated with a Bachelor's Degree of Meteorology from McClure High School. I am currently working as a weather reporter at McClure High School, where I analyze data, and distribute forecasts to ships and squadrons around the world, providing accurate measures of air pressure, temperature, wind speed and sea state.

I am particularly interested in the position because of my experience in weather pattern recognition and my ability to interpret satellite data. I have been exposed to a wide range of forecasting methods, and I am confident in my ability to analyze data and make accurate predictions. I also have excellent written and verbal communication skills.

I am highly motivated, organized, and detail-oriented. I am confident that I can deliver quality results in a timely fashion. I am excited to be a part of the U.S. Navy Reserve, Aerographer's Mate team.

Sincerely,  
Jade Beatty



**Job Interview**

Question #1

- Tell me a little bit about yourself...
- I am an enthusiastic person who loves to learn.

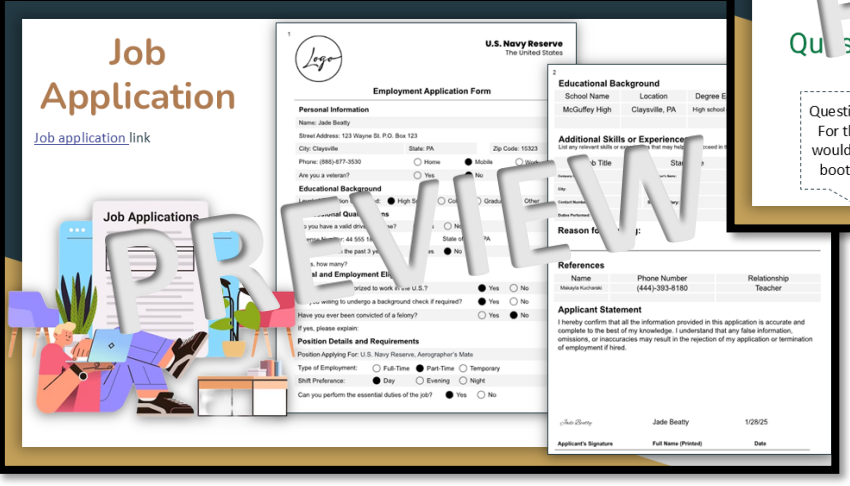
Question #2

What is your major goal in life?

Question #3

- What is your greatest weakness?
- I need clear and strict guidelines.

Question I'd like to ask:  
For the Navy reserve would I have to do the boot camp training?



**Job Application**  
Job application link

U.S. Navy Reserve 37\*  
United States

**Employment Application Form**

Personal Information  
Name: Jade Beatty  
Email Address: 123 Wayne St, P.O. Box 123, Clayville, PA 15323  
Phone: (888) 877-3530  
City: Clayville, State: PA, Zip Code: 15323

Educational Background  
School Name: McClure High School, Location: Clayville, PA, Degree: High School Graduate

Additional Skills or Experience  
List any relevant skills or experience that may help you in this position.

Reason for Applying  
I am applying for this position because I am interested in the field of meteorology and I believe my skills and experience make me a strong candidate for this role.

References  
Name: Jade Beatty, Phone Number: (444) 303-9180, Relationship: Teacher

Applicant Statement  
I hereby confirm that all the information provided in this application is accurate and complete to the best of my knowledge. I understand that any false information, omissions, or inaccuracies may result in the rejection of my application or termination of employment if hired.

Position Applying For: U.S. Navy Reserve, Aerographer's Mate  
Type of Employment:  Full-Time  Part-Time  Temporary  
Shift Preference:  Day  Evening  Night  
Can you perform the essential duties of the job?  Yes  No

Applicant's Signature: Jade Beatty, Date: 1/28/25



**Follow Up Thank You Letter**  
Thank you Letter link:

January 28, 2025

Carla Berger  
200 Algon Court  
Washington, PA 15301

Dear Ms. Berger,

I am writing to express my sincere appreciation for the time you took to interview me. I am very grateful for the opportunity to discuss my qualifications and how they align with the needs of the position. I was particularly impressed by the team's expertise and the commitment to excellence that I observed during the interview.

I understand your need for an Aerographer's Mate. My skills in meteorology will help the Navy with operating meteorological equipment, forecasting, creating up-to-date weather maps and much more.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,  
Jade Beatty

Students create an 8-slide presentation using Google Slides or Microsoft PowerPoint

# Job Search and Hiring Activity

An Introductory Lesson

**ESSENTIAL LIFE & CAREER LESSONS**

A REAL-LIFE activity that walks students through the entire job search process.

An Essential Life Lesson for all Students

A Google Slides file that converts *easily* to Microsoft PowerPoint



**NO PREP!**

BUSINESS EDUCATION WITH *Denise Leigh*



**Looking for a  
job search introductory  
lesson??**

**I recommend completing this  
introductory resource *first*.**

**CLICK HERE**



# Employment Communication Communications Unit

MIDDLE SCHOOL OR HIGH SCHOOL

Seven (7) Employment  
Communication  
Lessons aligned with  
the National  
Business Education  
Association's  
(NBEA) standards

Includes a  
Lesson Library  
to make the activities  
Easy-to-Find



**NO PREP!**

BUSINESS EDUCATION WITH *Denise Leigh*

This UNIT is included in my  
**Employment  
Communications Unit**

[CLICK HERE](#)

# Business Communications Semester Course Bundle

SOFT SKILLS IN THE WORKPLACE

A FULL Semester  
Bundle aligned with  
the National Business  
Education  
Association's (NBEA)  
Standards

Includes a  
Lesson Library  
to make the activities  
Easy-to-Find



**NO PREP!**

BUSINESS EDUCATION WITH *Denise Leigh*

That is ONE of SIX UNITS  
included in my  
**Business Communications  
Semester Course Bundle**

[CLICK HERE](#)

**Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!**

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

