**Automotive Technology 6th Edition**

**Chapter 3 –** **Starting a Career in the Automotive Industry**

**Lesson Plan**

**CHAPTER SUMMARY:**

1. Preparing for an automotive service career and developing an employment plan

2. Preparing a resume, cover letter, and employment application

3. The interview and accepting employment

4. Technician pay methods: straight-time and flat-rate

5. Payroll deductions and living expenses

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**OBJECTIVES:**

1. Explain the options and preparations for applying for a job.

2. Describe what the resume and cover letter should include.

3. Discuss the process of applying for employment, interviewing, and accepting employment.

4. Explain how the flat-rate pay plan works.

5. Discuss the payroll deductions and the expenses of an employee working in the automotive industry.

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**RESOURCES:** (All resources may be found at <http://www.jameshalderman.com>) Internet access required to hyperlink.

**1. Task Sheet**: Sample Resume

**2. Task Sheet**: Sample Cover Letter

**3. Task Sheet**: Job Shadowing

4. Chapter PowerPoint

5. Chapter Crossword Puzzle and Word Search

6. Videos: [(A0) Automotive Fundamentals Videos](https://jameshalderman.com/a0_vid_lib_page/)

7. Animations: [(A0) Automotive Fundamentals Animations](https://jameshalderman.com/a0_anim_lib_page/)

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**ACTIVITIES:**

1. Job shadow practicum. Have student job shadow and complete Job Shadow **Task Sheet**.

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**ASSIGNMENTS:**

**1. Task Sheet**: Have students complete Sample Resume.

**2. Task Sheet**: Have students complete Sample Cover Letter.

3. Chapter crossword and word search puzzles.

4. Complete end of chapter 10 question quiz.

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**CLASS DISCUSSION:**

1. Review and group discussion chapter Frequently Asked Questions and Tech Tips sections.

2. Review and group discussion of the five (5) chapter Review Questions.

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**NOTES AND EVALUATION:**

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