

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](#)
 7. Animations: [\(A0\) Automotive Fundamentals Animations](#)
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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:

