

Automotive Technology 7th Edition

Chapter 3 – Starting a Career in the Automotive Industry

Lesson Plan



CHAPTER SUMMARY:

1. Preparing for an Automotive Service Career, Developing an Employment Plan, and Preparing a Resume
2. Preparing a Cover Letter, Contacting Potential Employers, and Completing the Employment Application
3. The Interview, After the Interview, Accepting Employment, and Technician Pay Methods
4. Payroll Deductions, Housing and Living Expenses, and Becoming a Shop Owner



OBJECTIVES:

1. Explain the options and preparations for applying for a job.
2. Discuss the development of an employment plan.
3. Describe what the resume should include.
4. Describe what the cover letter should include.
5. Discuss the process of applying for employment, interviewing, and accepting employment.
6. Explain how the flat-rate pay plan works.
7. Discuss payroll deductions.
8. Discuss the expenses of an employee working in the automotive industry.
9. Discuss becoming a shop owner.



RESOURCES: (All resources may be found at jameshalderman.com)

1. Task Sheet: Sample Resume
2. Task Sheet: Sample Cover Letter
3. Task Sheet: Job Shadowing
4. Chapter PowerPoint
5. Crossword Puzzle and Word Search
6. Videos: [\(A0\) Automotive Fundamentals Videos](#)
7. Animations: [\(A0\) Automotive Fundamentals Animations](#)



ACTIVITIES:

1. Task Sheet: Sample Resume
2. Task Sheet: Sample Cover Letter
3. Task Sheet: Job Shadowing
4. Crossword Puzzle and Word Search



ASSIGNMENTS:

1. Chapter crossword and word search puzzles from the website.
2. Complete end of chapter quiz from the textbook.
3. Complete multiple choice and short answer quizzes downloaded from the website.



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:


