

Prerequisites:

- Activities Resume
- Education/Training Comparisons

Lesson Goal

The lesson goal is to review and understand the different pieces of the application process for different education and training opportunities and to complete a sample application form. The lesson will also review sample college essays and contain discussion of what makes a good essay. With time, students will begin to write their own essay and discuss.

What should students learn from the lesson?

- How to write an application essay/resume
- Where to find online applications
- How to apply to career training and apprenticeship programs
- How to complete a college application
- What documents are usually needed
- What determines if a student qualifies for a fee waiver/how to write a waiver request

What is the in-class activity?

- Ask students what is needed in an application (use board). Go through timeline of application process and touch on the Common Application and admission requirements.
- Talk about what needs to be included in an essay. Write and practice essays. Provide examples of good/bad essays. Edit student essays.
- Go to random college websites and find applications - do a public, private, and community college)
- Print application and actually do the application with partners
- Go to NACAC waiver form online - explain the process
- Go over resume/give examples of good/bad resumes

What is the takeaway for students?

- Students will know how to complete an essay, resume, college application, and waiver form for the admission process.

Materials Needed:

- Computer
- Two examples of good/bad application essays
- Hard copy of practice application
- Student's activities resume
- Resume samples