

Hire Me Course



Curriculum

Hire Me! Skills for Career and Internship Success Introduction and Purpose

What is HireMe course? “Hire Me!” is a career education course created by the Talented and Gifted Program, a division of the Advanced Studies Department of Fulton County Public Schools. This course is in alignment with Georgia gifted education standards and also serves as a direct contributor to our system wide goals of 100% Career Readiness.

Who can take this course: For Self-Motivated Rising Sophomores, Juniors, and Seniors. The “Hire me” course is a semester long course that prepares students for Internship and Career. It teaches students all about professionalism in the workplace and helps them explore their career interest. It is a prerequisite course for Internship. Rising Juniors, and Seniors will take this course in the fall semester proceeding their spring semester of potential internship. Rising sophomores can take the course semester than intern the following year.

What are the three purposes of this course:

- 1) To encourage student exploration of career fields and personal career interests and aptitudes.
- 2) To educate and introduce students to job search tools and techniques that they can utilize in future employment opportunities.
- 3) To serve as a prerequisite and a screening process for the Internship Program. Successful completion of this course, as well as Internship Teacher and Advisor recommendations are required to be considered for the Internship Program.

This content is designed to be taught during the semester preceding internship i.e., during OWL block, after school, extended lunch, free periods, RTI blocks, or any flex time. The activities and knowledge presented in this course will be taught within fourteen in-class hours with additional homework time. The Hire Me teacher will know the students well and hold them responsible for their assignments, attendance, and budding professionalism. By then end of the course, the Hire Me teacher will decide whether the student is an appropriate internship candidate.

Key Topics, Objectives, and Products

Key Topics:

- 1) Career Field Exploration 🌟
- 2) Career Site Research (Internship and Future Employment Aspirations) 🌟
- 3) Internship and Career Expectations 🌟
- 4) Résumé Composition (1 page) 🌟
- 5) Cover Letter Composition (Traditional and Email) 🌟
- 6) Reference List Composition and Networking with Professionals 🚀
- 7) Thank You Letter Composition (Handwritten and Email) 🌟
- 8) Interview and Professionalism 🌟
- 9) Interview Etiquette 🚀
- 10) Professional Communication and Digital Identity 🚀
- 11) Employment Law Research 🚀



