Teacher Kelly Henry Class **Future Ready**

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Weekly Blog posts <https://mrshenryihs.weebly.com/future-ready-covid-19-shutdown>

May 4 – May 8

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|  | **Monday, 5/4** | **Tuesday, 5/5** | **Wednesday, 5/6** | **Thursday, 5/7** | **Friday, 5/8** |
| **Instruction** |  |  | Read the article “7 Expert Tips for Writing an A+ Cover Letter”  <https://www.glassdoor.com/blog/expert-cover-letter-tips/> |  |  |
| **Activity** | Think about the articles you read last week, write an example email to Mrs. Henry describing how you have kept busy during the school closure and quarantine. Write the email as though you were addressing a teacher (formal)  **This is due by the end of the day (11:59pm) today** | Think about the articles you read last week, write an example email to Mrs. Henry describing how you have kept busy during the school closure and quarantine. Write the email as though you were addressing a college admissions counselor (professional)  **This is due by the end of the day (11:59pm) today** |  | Using the tips from the article you read yesterday, write a cover letter for a job you’re interested in. This could be a job you would like to apply for now or a job you’d like to apply for after high school or after college. The choice is yours.  Remember, it should be evident in the cover letter what job you are applying for.  **Cover letters are due at 11:59pm on Friday 5/8 via email** | |
| **\*\*\*Optional Enrichment** |  |  |  |  |  |
| **Office Hours** |  | 1pm to 2pm via email |  |  |  |

\*\*\*Optional is strictly that, optional. There are no points attached to this. Just something you might enjoy doing