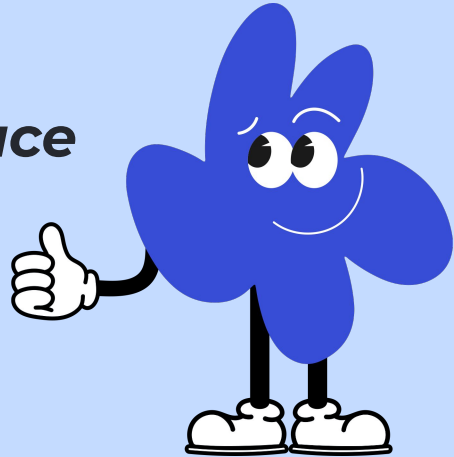


Fifth Grade

# Financial Literacy

*Lesson 5*  
*Showing Your Skills in the Workplace*

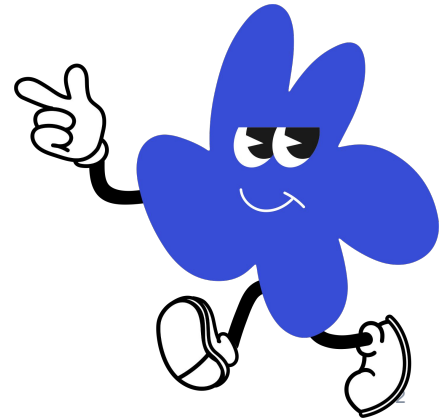


# Communicating Your Skills

Being able to show what you know, write and speak clearly with confidence and respect is important at school and at work.

Professionalism and clear communication is important in many different career-building settings, such as applying for college or trade school, interviewing for a job, and asking for a raise.

**Share an example of when you asked nicely for something you wanted!  
How did it go?**



# Vocabulary

## Professionalism

A way to behave that requires responsibility, skills, good judgement, politeness, honesty, and care and respect for others.



Getty Images

**How do you demonstrate professionalism at school?  
What's the opposite of professionalism?**

# Vocabulary

## Salutation

A greeting, often found in professional letters or emails that indicates who you are talking to.

In a professional business letter it is the first sentence you read, and is used to set the tone or mood of the letter. In a professional business letter that would be a serious,

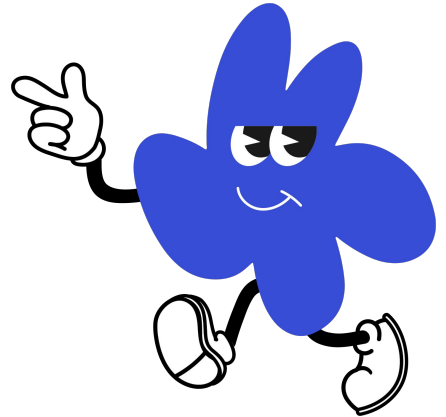
## Examples:

- Dear [Name]
- Greetings
- Hello
- To [department/  
company/role]

# Types of Business Letters

1. **Cover Letter:** A written document often submitted with a job application outlining the applicant's credentials and interest in the open position.
2. **Thank You Letter:** A note expressing a person's appreciation or gratitude.
3. **Letter of Recommendation:** A written record of someone's approval of an applicant that vouches for that person's educational or professional performance.

**What are other reasons someone might write a business letter?**



# VIDEO: How to Write a Business Letter



Literacy In Focus / YouTube

# Show What You Know!

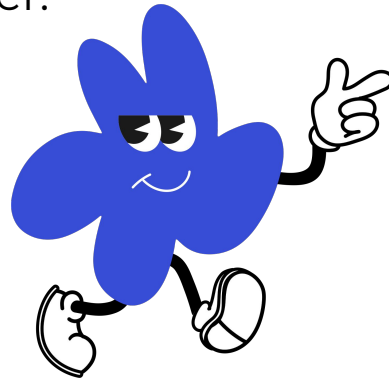
As a class, identify the parts of these example business letters:

- Cover Letter
- Thank You Letter



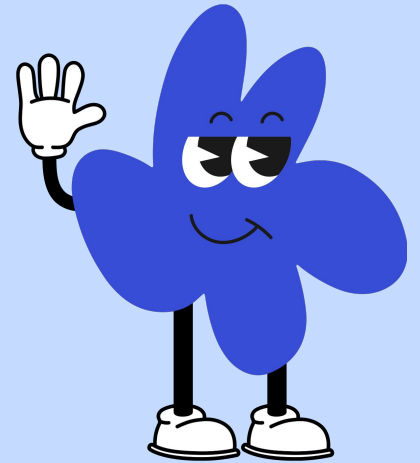
# Activity: Write a Cover Letter

1. Write a cover letter for a job you want.
2. Exchange your letter with a classmate.
3. Proofread your classmate's letter and offer them feedback on how to make their letter better.
4. Revise your letter.





thanks.



2149 Crown Hill Blvd  
Orlando, FL 32828

December 8, 2023

Chris Cringle  
North Pole Workshop  
11111 Reindeer Lane, 3rd floor  
North Pole, Alaska 91919

Dear Mr. Cringle,

I am writing to you to say thank you for taking the time to meet with me regarding the job in the workshop. I really enjoyed our talk, and answering your questions about my neighborhood garden.

Following our discussion, I am now certain I would be very good as a helper in your workshop. I think I would get along with the other employees and that my creativity and hardworking attitude will be very helpful in meeting your December 25 deadline.

I hope you will continue to consider me for the job. I am available to start work tomorrow. Thank you again for your tim.

Best wishes,

*Maria Salvador*

Maria Salvador

2149 Crown Hill Blvd  
Orlando, FL 32828

December 1, 2023

Chris Cringle  
North Pole Workshop  
11111 Reindeer Lane, 3rd floor  
North Pole, Alaska 91919

Dear Mr. Cringle,

My name is Maria Salvador. I am writing to you to tell you why I would make a great employee for your holiday workshop. It has always been my dream to learn from you and help you make all of the wonderful things that come out of your workshop. I believe I could be very helpful to you because I am very organized, creative, and hardworking.

Every weekend I help my neighbors tend to their gardens. I have created labels for all of the vegetables, filled and carried water cans, and I helped pick out the flowers we planted this year. To keep the rabbits away, we had to cover the plants with wire, which was hard work. These skills will make me a good employee for your workshop.

Please consider me for the job. I would be happy to answer any questions you might have. Thank you for taking the time to read my letter.

Best wishes,

*Maria Salvador*

Maria Salvador