

### Activity #5: *Work Search*

#### Objective 05: Identify Reading Strategies

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In this activity, students practice steps required in the job application process.

**Description:** Students read and interpret job advertisements, write a letter of application, and learn interviewing skills.

#### ► **Directions**

1. Begin this activity by asking students how they might approach a job search. Create a list of student responses on the board. Explain that this activity will help lead them through parts of the job application process.
2. Divide the class into pairs and distribute a copy of the job advertisements (found on the following page) to each student.
3. Ask the students to read the advertisements with these questions in mind: *What are my interests? When am I available? What skills do I have?*
4. Instruct students to choose the advertised job that most interests them and write a letter of application in which they include the following information:
  - their name, age, grade in school, and name of school
  - any relevant experience or background
  - what they hope to learn or gain from the position
  - when they are available
  - a phone number and address where they can be reached
  - a statement of interest in the position
5. Have students within each pair exchange their letters of application and conduct mock interviews with one another, using the interview questions below.

#### **Interview Questions**

1. How did you find out about the position?
2. When are you available to work?
3. What kind of work have you done in the past?
4. Why are you interested in this job?
5. Can you supply your own transportation to and from work?
6. Do you belong to any school clubs or organizations?
7. What are your favorite school subjects?
8. What are your hobbies or interests?
9. Do you enjoy working with people?
10. Can you provide personal references?

**Variation:** Have students write job advertisements for a school/class newspaper.

# CLASSIFIED ADVERTISEMENTS

## **Employment Announcements**

### **LOOKING FOR A FUN JOB?**

Sunshine Amusement Park has numerous openings:

- Arcade Operators
- Food Service
- Cashiers

Apply in person or send a letter of application to:

The Sunshine Company  
Employment Office  
500 Holiday Avenue  
Capitol City, Florida 35959

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### **CHILDCARE/Preschool Aide—**

Looking for energetic person who loves working with kids.

Call Annie at 555-9800

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**RESTAURANT—**Busy cafe needs motivated and reliable bus person and counter clerks. Now accepting applications. Flexible schedule. Walk-in interviews on Wednesdays. Call 555-1331 for more information.

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**ANIMAL LOVERS—**Veterinary Assistant. Duties include reception and animal handling. Must be available to work weekends and holidays. Must have at least one year previous work experience of any kind. For an application, write to:

Cats and Dogs  
25 West Main Street  
Barker, Oklahoma 56756

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### **JOHNSON'S YARD SERVICE**

has immediate openings for hard workers. Call Paul at 555-0880.

