



ACTIVITY 5

The Job Search

TEACHER TRANSCRIPT

Teacher: “Read the NEXT article “Job Search”. The article answers a few of the FAQ (frequently asked questions). Where do you think you might be able to find available jobs in this community? (Give students a chance to give a few answers; Indeed, Glassdoor, Monster, and Zip Recruiter) You will be using these websites to find a job opportunity that you will be applying for today.”

Teacher: “For this activity, you will be preparing a brief resume, a cover letter introducing yourself to a potential employer, possible interview questions you may be asked, and finally you will write a brief thank you note to the interviewer.”

Teacher: Post the instructions on the board – step by step

- Step 1:** using any of the free online job search websites, find a job you are interested in applying for
- Step 2:** note in writing the expectations and details of the job
- Step 3:** search online to find a free resume format (remember your resume will be brief and concise)
- Step 4:** using the resume format found, create a personal resume – save this for use and submission later in this activity
- Step 5:** search online for a sample of a cover letter which is used as a personal introduction
- Step 6:** use the cover letter format chosen and write a cover letter, addressing the salutation as “Dear Human Resources Management”
- Step 7:** based upon the details of the job description, write 5 or 6 questions you feel might be asked at an interview
- Step 8:** search online to find samples of thank you notes to the interviewer (Hint: by this time, you know the name of the interviewer please use a specific name – you can use the last name of someone in the class, “Dear Mrs. Cassio”).
- Step 9:** write a thank you letter for taking the time for the interview
- Step 10:** print the cover letter, resume, interview question possibilities and the thank you note and submit to the teacher as a single packet of work

TEACHER NEEDS

- NEXT magazine, “The Job Search”
- Laptop/desktop with MS Word
- Data projector
- Internet access
- Printer/paper

STUDENT NEEDS

- NEXT magazine, “The Job Search”
- Laptop/desktop with MS Word
- Internet access
- Printer/paper

FLORIDA STATE STANDARDS

- Strand ELA.12.R.C:** Communication
- Standard ELA.12.C.5:** Creating and Collaborating
- ELA.12.C.5.2: Create, publish, and share multimedia texts through a variety of digital formats.
- Strand ELA.12.C:** Communication
- Standard ELA.12.C.4:** Researching
- ELA.12.C.4.1: Conduct research on a topical issue to answer a question and synthesize information from a variety of sources.
- Strand ELA.12.V:** Vocabulary
- Standard 1 ELA 12.V.1:** Finding Meaning
- ELA.12.V.1.1: Integrate academic vocabulary appropriate to grade level in speaking and writing.