
Job Search



ASSESSMENT ONE:

- **Knowledge**
 - T / F A lot of jobs are found through word of mouth.
 - T / F It is okay to fill out an application in green pen as long as it is very neat.
 - T / F After an interview, it is a good idea to call the company every couple of days just to show your interest.

- **Comprehension**
 - List three characteristics of a well-written resume.
 - After reading the *Job Search* teen guide, describe six steps you can take to be successful at a job interview.

- **Application**
 - Draw a comic strip of your favorite character giving instructions on how to write an amazing cover letter. Your comic should include five frames, each one explaining one of the five steps of writing a cover letter.

- **Analysis**
 - Most employers will ask you to provide three references. List the names of those individuals you plan to ask. Describe what information each reference can provide about you and why an employer would want this information.

- **Synthesis**
 - Create a poster for teens, providing at least five tips on picking up and/or filling out a job application.

- **Evaluation**
 - Searching for a job is like looking for a relationship—a good working relationship between you and your employer. With this in mind, think about what you need and would like from an employer. Write a paragraph explaining what you think are the most important characteristics of a job.

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ANSWER KEY FOR ASSESSMENT ONE:

- **Knowledge**

- o TRUE A lot of jobs are found through word of mouth.
- o FALSE It is not okay to fill out an application in green pen as long as it is very neat. Type it, or if you are hand printing, use black or blue ink.
- o FALSE After an interview, it is not a good idea to call the company every couple of days just to show your interest. Instead, mail a handwritten thank you note addressed to the interviewer.

- **Comprehension**

- o A well-written resume is:
 - ◆ Well organized
 - ◆ Free of mistakes
 - ◆ Brief
 - ◆ Neat
 - ◆ Uses action words
 - ◆ Honest
- o Six steps to landing a job interview:
 1. Mark your calendar
 2. Do your homework
 3. Prepare yourself
 4. Be yourself
 5. Be courteous
 6. Follow-up

- **Application**

- o Did the teen sketch a comic strip explaining the five steps of creating a cover letter?
- o A well-written cover letter will include:
 1. The applicant's name, address and date at the top right corner of the page.
 2. The name, title and address of the recipient one line below step 1, on the left side of the page.
 3. A greeting followed by a colon (e.g., Dear Mr. Smith:).
 4. Three brief paragraphs separated by one line of space and no indentation. The first paragraph explains the purpose of the letter (an introduction, a response to an ad, follow-up to someone who has already been contacted). The second paragraph highlights a couple of details shown on the resume that demonstrate how the applicant can benefit the company. The final paragraph requests a reply and/or an interview.
 5. A closing (e.g., Sincerely, Mary Jones with space enough for a signature).



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- **Analysis**

- References should be people who know the applicant (i.e., such as a teacher, guidance counselor, previous employer, or adult friend) and are willing to discuss their qualifications. The references selected should have positive things to say about the applicant’s skills, talents, work experiences, achievements, and/or educational background—the things that would make an employer think the applicant would be a good employee.

- **Synthesis**

- Did the teen provide at least five tips on picking up and/or filling out a job application?
- Some possible tips are:
 - ◆ Dress up a little. No need to show up in a suit but leave the shorts and jeans at home.
 - ◆ Go in by yourself, even if you are hanging out with friends or your parents offer to drive you.
 - ◆ Have your information on a “cheat sheet” to make it easier to fill out your application in person.
 - ◆ Check your application to make sure it is neat and legible. If hand printing, use black or blue ink.
 - ◆ Don’t just ask for an application; ask to speak to the manager first. If you get the chance, fill out the application right there so the manager will know which application is yours.
 - ◆ Attach a copy of your resume with your application.

- **Evaluation**

- Does the teen provide logical reasons and explanations for their response?

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ASSESSMENT TWO:

Things I picked up:

| | Before doing the <i>Job Search Unit</i> | | | After doing the <i>Job Search Unit</i> | | |
|---|---|----------|-------------|--|----------|-------------|
| | Not at All | A Little | Pretty Well | Not at All | A Little | Pretty Well |
| I am familiar with the steps it takes to get a job interview. | | | | | | |
| I understand what networking is and how it can help me get a job. | | | | | | |
| I know how to write a resume. | | | | | | |

Fact or Fiction?

| | Before doing the <i>Job Search Unit</i> | | | After doing the <i>Job Search Unit</i> | | |
|---|---|---------|----------|--|---------|----------|
| | Fact | Fiction | Not Sure | Fact | Fiction | Not Sure |
| It is okay to pick up a job application on the way home from sports practice. | | | | | | |
| It is a good idea to leave your cell phone in the car or to turn it off for an interview. | | | | | | |
| When dropping off an application, it is a good idea to give it directly to the manager . | | | | | | |
| A cover letter is also called a letter of interest. | | | | | | |
| It is acceptable to list your best friend as a reference. | | | | | | |



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1. These are some things I liked most about this Teen Guide and Activities:

2. The most important things I learned are:

3. I will use what I learned by:

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ANSWER KEY FOR ASSESSMENT TWO:

Fact or Fiction?

| | Fact | Fiction |
|---|-------------|----------------|
| It is okay to pick up a job application on the way home from sports practice. | | X |
| It is a good idea to leave your cell phone in the car or to turn it off for an interview. | X | |
| When dropping off an application, it is a good idea to give it directly to the manager. | X | |
| A cover letter is also called a letter of interest. | X | |
| It is acceptable to list your best friend as a reference. | | X |