

Category: Post-Secondary
Advisory Goal: Searching for My Dream Job

Grade level 12

Gathering: Discussion regarding how to search for a job	Minutes 5
Activity / Topic: How to read and write want advertisements	Minutes 10
Closing: Review of how to find a job	Minutes 5
Supplies: Reading and Writing Want Ads Activity sheet, pen/pencil - copy of want ad in newspaper	
Grouping: Group together working on individual work sheet	

Rationale: Finding a first job can often be a daunting task for a student. What else can a student do besides visit stores in the mall and fill out applications? This activity will assist students in using many of the resources available for locating a job and teaching a student who to read a job advertisement. It will also help students formulate ideas about a “dream job”.

Gathering: Where do you search for a job? Have students share with the group where and how they found a job. Jobs can be found through networking and referral. Networking is one of the most successful ways to find a job. Does everyone know what networking is? Jobs can also be located through newspapers, e-mails, professional trade services, internet or websites, employment agencies, school placement services, inquiring directly to employees, community bulletin boards, job fairs and private agencies. WHS also has a job board that is located in the hallway outside of room 103, across from Guidance.

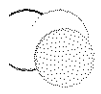
Activity / Topic: Reading and writing want ads

Directions:

1. Hand out sections of employment want ads to students
2. Discuss how the want ads are organized in the newspaper.
3. Review some of the abbreviations that want ads contain
4. Pass out the Activity Sheet to each student.
5. Work through the Activity Sheet with the group
6. Ask for volunteers to share their want “Dream Job”

Debriefing/Closing:

Where are some places that you can look for job?



What is the most successful way to find a job?

Do you think that you can find a dream job? Why or why not?



Reading and Writing Want Ads

Reading the Classified Ads

Help wanted ads contain many abbreviations. Match the abbreviation with the word it stands for.

- | | |
|-----------|----------------------------------|
| a. sal. | ___ 1. full-time |
| b. req'd | ___ 2. words per minute (typing) |
| c. refs. | ___ 3. salary |
| d. exp. | ___ 4. commission |
| e. ben. | ___ 5. appointment |
| f. F/T | ___ 6. references |
| g. P/T | ___ 7. office |
| h. ofc. | ___ 8. experience |
| i. avail. | ___ 9. part time |
| j. appt. | ___ 10. available |
| k. wpm | ___ 11. benefits |
| l. Comm. | ___ 12. required |

Writing a Want Ad – *Read and interpret the want ad.*

In your own words, write out the ads.

1. Bldg. Maint. Gen. Repair. F/T \$7.50/hr. Exp. Req'd. Call for appt.

2. Computer Tech. Helper. Exp. Nec. Ref. Req'd. Send resume.

3. Customer Rep. Exp w/computer M-F Up to \$25K + full ben. Fee paid.

The Job of Your Dreams

Write the want ad for the job of your dreams!
