



*Sharing the Power of Learning*

**The Minnesota Literacy Council created this curriculum with funding from the MN Department of Education. We invite you to adapt it for your own classrooms.**

# **MASTER**

## **Job Search: Week 2 of 3**

### **Unit Overview**

This three-week unit will prepare students to search for, apply for and interview for a job in the U.S. In the first week students will begin by assessing their own strengths and interests, and by gathering information about different career possibilities. Then they will learn about resources and strategies for searching for a job online. In the second week, students will learn about and prepare their own resumes and cover letters. In the third week of this unit, students will learn about job interviews and practice common interview questions. They will also learn about a list of references and writing thank you notes. This unit will culminate in the opportunity to participate in one or two mock interviews.

### **Unit Objectives:**

- Students will receive information and guidance to help them search for, apply for and interview for a job here in the U.S.

- Students will be exposed to important websites for job and career information, as well as useful job search sites.
  - Students will receive at least one example each of a resume, cover letter, reference list and thank you note, so they can see the typical format, content and wording of these documents.
  - Students will see examples of job interviews and evaluate the interviewees' performances.
  - Students will practice answering typical interview questions, both informally in class and more formally in a "mock interview".
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## **MATERIALS**

[ISEEK: Minnesota's career, education, and job resource. 25 June 2009 <http://www.iseek.org>.](http://www.iseek.org)

[Rochester Adult Basic Education. National Institute for Literacy, Minnesota Department of Education, and Minnesota Literacy Council. 25 June 2009 \(video series\)](#)

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### Week 1

Career exploration and skills assessment  
Career exploration and skills assessment  
Job search strategies and starting places  
Job search practice

### Week 2

Writing a resume  
Writing a resume  
Writing a cover letter  
Writing a cover letter

### Week 3

Intro to Job interviews  
Job interviews, references  
Job interviews, thank you letters  
Job interviews, unit review

# Jobs: Monday, Week 2 of 3

## Writing a resume

Lesson Objectives:	Materials
<p>Students will:</p> <ul style="list-style-type: none"><li>• see <b>examples of resumes</b> and understand them</li><li>• learn about typical <b>resume format</b></li><li>• <b>prepare</b> to write their own <b>resumes</b></li></ul>	<p><u>Examples of resumes</u> (Find at the end of this lesson)</p> <p>Job search exercise 6: reading a resume</p> <p>Sample resume1</p> <p>Sample resume2</p> <p><u>Prepare resumes:</u> (Find at the end of this lesson)</p> <p>Job search exercise 7: preparing to write a resume</p> <p>Phrases to describe your work experience in your resume</p>

Activity Ideas:
<p><u>Examples of resumes:</u></p> <ul style="list-style-type: none"><li>• Bring in your own resume to show students. Discuss how your experience relates to your job (especially if you told them about your job last week).</li><li>• Give out copies of <a href="#">Sample resume 1</a>. Have Ss read it over, and discuss the main elements that they see in it.</li><li>• Give out handout <a href="#">Job search exercise 5: reading a resume</a>. Have students answer the questions, then check together.</li><li>• Give out copies of <a href="#">sample resume 2</a>. Look it over. Have Ss in pairs or individually write one comprehension about the resume, like the questions in the previous activity. Compile the questions together and take the</li></ul>

"quiz".

Resume format:

- Look at the example resumes and discuss how they are structured. Note the various sections and the order of the sections. Discuss why the sections are ordered the way they are, and what difference it might make the put sections in a different order.

Prepare to write their resume:

- Give out the handout: [Job search exercise 6: preparing to write a resume](#). Help students work through it.
- Use what time is left for students to start writing their own resumes in Microsoft Word. Be sure to arrange ahead of time with your coordinator the appropriate place that students should save their work (on the hard drive, in a shared folder, on a disk, etc.)
- Use [Skill descriptions for resumes](#) to help students describe their job duties.

## JOB SEARCH: EXERCISE 6

# Reading a Resume

**DIRECTIONS:** Refer to the resume for Adrian Torres to answer the questions.

1. What was Adrian Torres's most recent job?
  
2. In what city did Adrian work as a Cashier?
  
3. When did Adrian finish high school?
  
4. According to this resume, which sentence is correct?
  - a. He only has Janitorial experience.
  - b. His last job was at Walmart.
  - c. He can receive e-mail messages.
  - d. He has not gone to high school.
  
5. According to this resume, which sentence is NOT correct?
  - a. He has experience using heavy equipment.
  - b. He lives in Minnesota.
  - c. He works at Jiffy Lube now.
  - d. He used to clean offices.

# Adrian Torres

4300 University Ave., # 25, Saint Paul, MN 55105  
Email: atorres@hotmail.com, Phone: 651-555-7682

## Skills:

- Computer Literate (Microsoft Word, and Internet)
- Bilingual in Spanish and English

## Work Experience:

Mechanic Nov. 2001 – Jan. 2002

*Jiffy Lube, Minneapolis, MN*

- Changed oil & filters
- Washed & flushed radiators
- Rotated tires

Janitor April 2001 – Nov. 2001

*Marsden, St. Paul, MN*

- Used heavy equipment
- Cleaned offices & emptied recycling

Cashier July 1999 – July 2000

*Walmart, Bloomington, MN*

- Provided customer services & answer questions about products
- Operated cash register & provided change to customers

## Education:

Minneapolis High School May 1997

HS diploma

Hiawatha Lake Learning Center Feb -March 2005

ESL & Computer classes

Minneapolis, MN

## References:

Thomas Bremer, manager Jiffy Lube 612-788-4444

Sharon Cagle, manager, Marsden 651-344-2222

Bruce Warren, co-worker, Walmart 952-765-1212

# David Becker

432 Fremont Avenue South #2B  
Minneapolis, MN 55324  
dbecker@yahoo.com  
(651) 555-8989

## Special Skills and Interests

- ◆ Able to read, write and speak basic Spanish and English
- ◆ Able to use a computer and such programs as Microsoft Word, Excel, PowerPoint, Publisher, WordPerfect and more
- ◆ Able to type 30 wpm
- ◆ 12 years of experience with customer service

## Work Experience

### **Bon Appetite Catering Service**

2000-present

Catering Manager  
Saint Paul, MN

- ◆ Responsible for booking and planning events to be catered
- ◆ Prepared and arranged platters of food for buffets
- ◆ Served food at formal events

### **Whole Foods Market**

1996-2000

Cashier  
St. Paul, MN

- ◆ Worked at cash register
- ◆ Answered customer questions
- ◆ Followed written directions

### **Homeland Housekeepers**

1991-1994

Housekeeper  
Cedar Falls, IA

- ◆ Cleaned private residences
- ◆ Worked on a team of housekeepers
- ◆ Kept a written log of duties

## Education

Community Partners School  
Training for Employable Computer Skills  
St. Paul, MN

March 2004

Neighborhood Adult Education Center,  
GED  
St. Paul, MN

2002

## JOB SEARCH: EXERCISE 7

### Preparing to Write a Resume

1. Fill out the information below about **yourself**. This will help you think about what information you want to include in your resume.

#### HEADING:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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#### SKILLS:

- Bilingual in \_\_\_\_\_ and \_\_\_\_\_.
- Work well independently.
- Work well in a team.
- \_\_\_\_\_ years of customer service.
- Possess a positive attitude and strong work ethic.
- Computer literate.
- Able to type \_\_\_\_\_ Words per Minute.
- Able to use Microsoft Office programs.
- Hardworking
- Ambitious
- Willing to learn
- Quick learner.
- Able to multi-task. (take care of more than one task at a time).
- Over \_\_\_\_\_ years of experience in \_\_\_\_\_.
- Adapt well to change.
- Communicate effectively in person and on the telephone.
- Detail-oriented
- Organized.
- Able to manage my time effectively.

**Write at least 3 more:**



1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**WORK HISTORY:**

**Present job or last job:**

Job title: \_\_\_\_\_

Company Name: \_\_\_\_\_

City, State: \_\_\_\_\_

When did you start working there? \_\_\_\_\_

When did you stop working there? \_\_\_\_\_

What did you do there?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Another Job**

Job title: \_\_\_\_\_

Company Name: \_\_\_\_\_

City, State: \_\_\_\_\_

When did you start working there? \_\_\_\_\_

When did you stop working there? \_\_\_\_\_

What did you do there?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Another Job**

Job title: \_\_\_\_\_

Company Name: \_\_\_\_\_

City, State: \_\_\_\_\_

When did you start working there? \_\_\_\_\_

When did you stop working there? \_\_\_\_\_

What did you do there?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Another Job**

Job title: \_\_\_\_\_

Company Name: \_\_\_\_\_

City, State: \_\_\_\_\_

When did you start working there? \_\_\_\_\_

When did you stop working there? \_\_\_\_\_

What did you do there?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**\*If you have volunteered somewhere and used your skills there, you can include it like a job.**

**EDUCATION:**

**High School:**

Did you go to high school? \_\_\_\_\_

Name of your high school? \_\_\_\_\_

City, State, Country: \_\_\_\_\_

When did you graduate? Or How many years did you attend? \_\_\_\_\_

**GED:**

Where did you get your GED? \_\_\_\_\_

When did you get it? \_\_\_\_\_

**College:**

Did you go to college? \_\_\_\_\_

Name of your college? \_\_\_\_\_

City, State, Country: \_\_\_\_\_

When did you graduate? \_\_\_\_\_

Or How many years did you attend? \_\_\_\_\_

**What other classes have you taken?**

School Name: \_\_\_\_\_

Start and End dates: \_\_\_\_\_

Name of Class: \_\_\_\_\_

School Name: \_\_\_\_\_

Start and End dates: \_\_\_\_\_

Name of Class: \_\_\_\_\_

School Name: \_\_\_\_\_

Start and End dates: \_\_\_\_\_

Name of Class: \_\_\_\_\_

## Phrases to describe your work experience in your resume

### Production skills

- Worked on a production line making \_\_\_\_\_.
- Experienced in food production duties including cutting, packaging, cleaning, and sterilizing equipment.

### Organizing and Planning Skills

- Demonstrated good organizational time management skills.
- Designed and set up a filing system.

### Custodial, Janitorial, Cleaning or Housekeeping Skills

- Was responsible for cleaning and general maintenance of bathrooms, hallways, and offices.
- Was responsible for cleaning work areas at end of shift.
- Experienced vacuuming, dusting, cleaning, mopping and waxing floors, and making beds.

### Farming Skills

- Performed the regular duties of a small-scale farm operation including planting and harvesting crops and caring for livestock.
- Operated farm machinery.

### Computer Skills

- Demonstrated basic skills in Word Processing.
- Demonstrated basic keyboarding skills.
- Experienced with e-mail.
- Familiar with the Internet.

### Communication Skills

- Experienced talking on the telephone and taking messages.
- Experienced translating languages between English and \_\_\_\_\_.
- Mediated between conflicted groups or individuals.

### Teaching Skills

- Completed teacher training certification in my home country.
- Planned, organized, and supervised recreational activities for children.
- Developed curriculum and daily lesson plans to teach.
- Organized and directed children's music performances.
- Tutored students one-on-one.

### Sewing, Beading or Tailoring Skills

- Experienced in tailoring clothing for customers.
- Designed, sewed, or beaded new patterns.
- Mastered traditional sewing or beading techniques.

#### **Machine Operation Skills**

- Proven ability to follow a pattern and operate a sewing machine.
- Drove and operated heavy equipment including a forklift and \_\_\_\_\_.
- Worked with \_\_\_\_\_ machines.
- Experienced repairing machines or equipment.

#### **Health Care Skills**

- Was responsible for the daily care of elderly patients including bathing, dressing, feeding and cleaning the home.
- Distributed medicine to patients.
- Assisted a nurse or doctor.
- Took patient's blood pressure, temperature and measured his/her weight.
- Drew patient's blood.
- Educated patients about proper sanitation and nutrition.
- Tested patients for diseases.
- Kept patient records.

#### **Driving Skills**

- Possess a valid driver's license and a good driving record.
- Possess a driver's permit and will soon obtain license.
- Possess a special driving certification.

#### **Construction Skills**

- Experienced building roads or buildings.
- Experienced pouring cement.

#### **Food Service Skills**

- Prepared food in large quantities and followed recipes.
- Experienced washing dishes and cleaning food preparation areas.

#### **Supervisory Skills**

- Was responsible for supervising employees.
- Created work schedules for staff.
- Interviewed, hired and trained new employees.

#### **Retail Skills**

- Assisted customers in purchasing merchandise.
- Worked as a cashier in a store.
- Set up product displays.
- Stocked merchandise on shelves.

#### **Assembly Skills**

- Experienced in assembling small parts.

- ❑ Experienced in properly assembling medical devices.
- ❑ Experienced reading directions and following diagrams.

**Warehouse Skills**

- ❑ Operated a fork lift.
- ❑ Experienced in lifting 50lbs repeatedly during the day.
- ❑ Experienced in sorting and labeling boxes.

# Jobs: Tuesday, Week 2 of 3

## Writing a resume

Lesson Objectives:	Materials
<p>Students will:</p> <ul style="list-style-type: none"><li>• learn about <b>guidelines</b> for a good resume</li><li>• continue working on <b>their own resumes</b></li></ul>	<p><u>Guidelines for a good resume:</u> (Find at the end of this lesson)</p> <p>Job search exercise 8: Tips for a good resume</p> <p><u>Example resumes:</u></p> <p>Sample resume1</p> <p>Sample resume2</p> <p><u>Their own resumes:</u></p> <p>Phrases to describe your work experience in your resume</p>

### Activity Ideas:

Bring in your own resume to show students. Discuss how your experience relates to your job (especially if you told them about your job last week).

#### Guidelines for a good resume:

- Give out: Jobs exercise 7: Tips for a good resume. Discuss the tips and make sure students understand them. This discussion may also bring up differences between resumes here in the U.S. and the students' home countries.
- Have students take out example resumes they received yesterday. Discuss whether or not the resumes follow the tips.

#### Their own resumes:

- Give students plenty of time to continue working on their own resumes in Microsoft Word. Offer help and suggestions for improvement. Aim to have as many students as possible leave class with an up-to-date, polished copy of their resume.
- Ideas for students who finish early:
  - Have them do more career research on [www.iseek.org](http://www.iseek.org)
  - Have them do job search practice on one of these sites: [www.minnesotaworks.net](http://www.minnesotaworks.net), [www.indeed.com](http://www.indeed.com), [www.simplyhired.com](http://www.simplyhired.com) .
  - Have Ss who are finished exchange resumes and proofread/critique each other's.
  - Have students who have good computer skills help students with lower computer skills to format and

polish their resumes.

## JOB SEARCH: EXERCISE 8

### Advice for making a good resume

Do:

1. Make it short and specific.
2. Make it one page only.
3. Use action verbs – in the present tense for current jobs, in the past tense for former jobs.
4. Use bullets, underlining, bold, capitals and italics to show important information.
5. Be sure there is enough white space so that it is easy to read.
6. Use a good quality printer and good quality, neutral colored paper
7. Proofread carefully!

Don't:

1. List your references on your resume.
2. Include personal information like birth date, race, health, marital status, etc.
3. Exaggerate or misrepresent yourself and your qualifications.
4. Sound negative about former jobs.
5. Have someone else write your resume for you - you can do it best.
6. Try to be too fancy or creative, unless you are in a creative field.

Activity: Look at the example resumes you received in class. Do they follow this advice?



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# Phrases to describe your work experience in your resume

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- Demonstrated basic skills in Word Processing.
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- Familiar with the Internet.

## Communication Skills

- Experienced talking on the telephone and taking messages.
- Experienced translating languages between English and \_\_\_\_\_.
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## Teaching Skills

- Completed teacher training certification in my home country.
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- Developed curriculum and daily lesson plans to teach.
- Organized and directed children's music performances.
- Tutored students one-on-one.

## Sewing, Beading or Tailoring Skills

- Experienced in tailoring clothing for customers.
- Designed, sewed, or beaded new patterns.
- Mastered traditional sewing or beading techniques.

## Machine Operation Skills

- Proven ability to follow a pattern and operate a sewing machine.
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- Worked with \_\_\_\_\_machines.

- Experienced repairing machines or equipment.

### **Health Care Skills**

- Was responsible for the daily care of elderly patients including bathing, dressing, feeding and cleaning the home.
- Distributed medicine to patients.
- Assisted a nurse or doctor.
- Took patient's blood pressure, temperature and measured his/her weight.
- Drew patient's blood.
- Educated patients about proper sanitation and nutrition.
- Tested patients for diseases.
- Kept patient records.

### **Driving Skills**

- Possess a valid driver's license and a good driving record.
- Possess a driver's permit and will soon obtain license.
- Possess a special driving certification.

### **Construction Skills**

- Experienced building roads or buildings.
- Experienced pouring cement.

### **Food Service Skills**

- Prepared food in large quantities and followed recipes.
- Experienced washing dishes and cleaning food preparation areas.

### **Supervisory Skills**

- Was responsible for supervising employees.
- Created work schedules for staff.
- Interviewed, hired and trained new employees.

### **Retail Skills**

- Assisted customers in purchasing merchandise.
- Worked as a cashier in a store.
- Set up product displays.
- Stocked merchandise on shelves.

### **Assembly Skills**

- Experienced in assembling small parts.
- Experienced in properly assembling medical devices.
- Experienced reading directions and following diagrams.

### **Warehouse Skills**

- Operated a fork lift.
- Experienced in lifting 50lbs repeatedly during the day.
- Experienced in sorting and labeling boxes.



# Jobs: Wednesday, Week 2 of 3

## Writing a cover letter

Lesson Objectives:	Materials
<p>Students will:</p> <ul style="list-style-type: none"><li>• practice <b>online job search</b> skills</li><li>• read and discuss an <b>example cover letter</b></li><li>• begin <b>writing</b> their own <b>cover letter</b></li></ul>	<p><u>Online job search:</u> (Find at the end of this lesson) Job Search Exercise 4: Internet job search 1</p> <p>Job Search Exercise 5: Internet job search 2</p> <p><u>Example cover letter:</u> (Find at the end of this lesson) Sample cover letter</p>

### Activity Ideas:

Find out at the beginning of class if students need more time to work on their resumes. If they do, give them some time to do so, but keep in mind that today's content is important as well. If after some time at the beginning of class today any students have not yet finished their resumes, you can let them continue working on it during the time when other students are working on cover letters.

#### Example cover letter:

- Look at the sample cover letter. Discuss meaning and format. Then look over the explanation on the second page and make sure that is clear to students.

#### Online job search:

- Have Ss do more job search and find a position they want. (Use Job Search Exercise 4: Internet job search 1 or Job Search Exercise 5: Internet job search 2 if students need guidance knowing where to search.) Have students identify one job they would like to apply for.

#### Their own cover letter:

- Have Ss start working on a cover letter to apply for the job they found online.

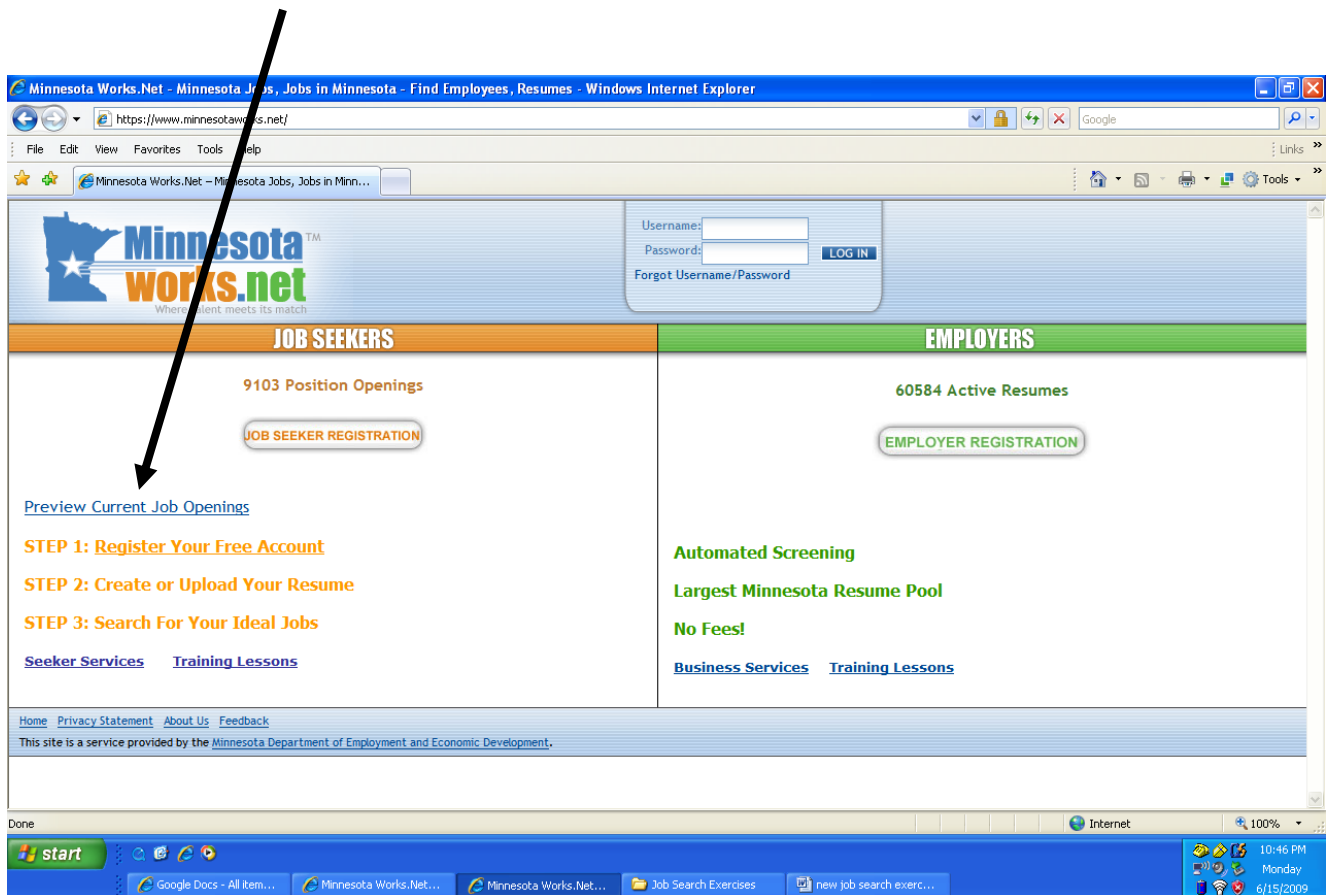




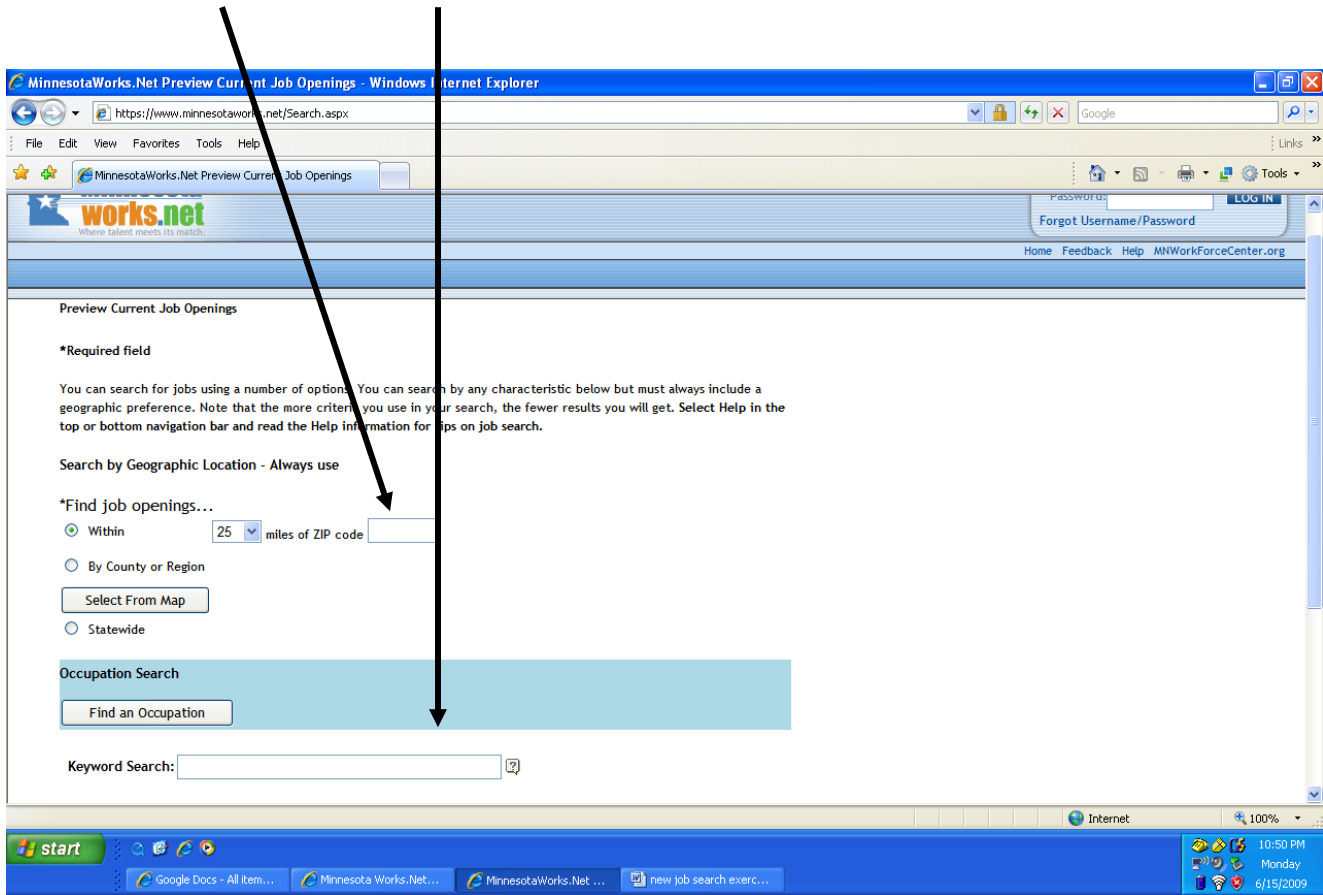
## Job Search Exercise 4

# Using the Internet to Find a Job

1. **Open** Microsoft Internet Explorer
2. In the address bar **type** [www.minnesotaworks.net](http://www.minnesotaworks.net) **Press** the **ENTER** key.
3. You will see the website for Minnesota's Job Bank. On this website you can search for job openings in Minnesota. **Follow the Directions** below.
4. Click on Preview Current Job Openings



5. Enter your **zip code** and a **keyword** for the kind of job you want to look for.



6. Go down to the bottom of the screen and click **search**.
7. You will see a list of job titles. Click on the titles to get more information about each job.
8. Click on **start new search** to try again with different keywords.
9. Spend some time looking for jobs. Write here some information about jobs that you found:

Job #1

Job title: \_\_\_\_\_

Some job duties: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Schedule: \_\_\_\_\_

Job #2

Job title: \_\_\_\_\_

Some job duties: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Schedule: \_\_\_\_\_

Job #3

Job title: \_\_\_\_\_

Some job duties: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Schedule: \_\_\_\_\_

If you want to see how to apply for a job, you will need to register. Click on **Register to apply for jobs** and follow the instructions.

When you understand how to use this website you can try searching for jobs on other websites. Here are some other job websites you can try.

Star Tribune	<a href="http://www.startribune.com/employment">www.startribune.com/employment</a>
Online Nonprofit Job Board	<a href="http://www.mncn.org/jobs">www.mncn.org/jobs</a>
Simply Hired	<a href="http://www.simplyhired.com">www.simplyhired.com</a>
Indeed	<a href="http://www.indeed.com">www.indeed.com</a>
Monster Jobs	<a href="http://www.monster.com">www.monster.com</a>

# Job Search Exercise 5

snagajob.com

This website can help you find entry-level jobs that require little or no experience.

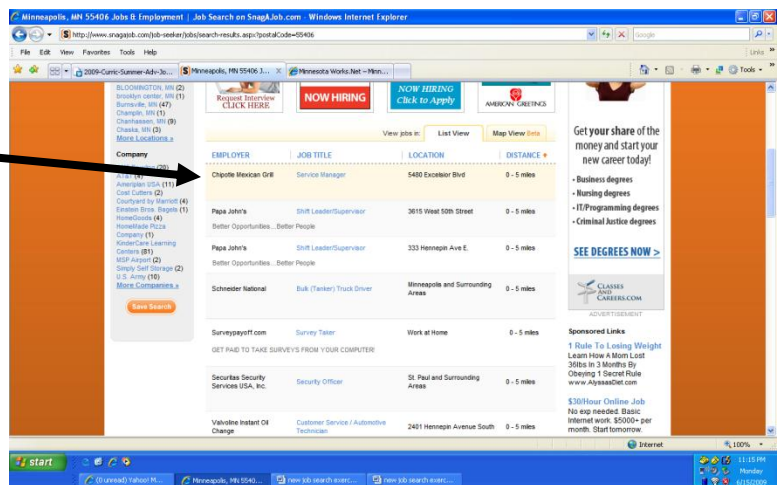
(SNAG = catch or find something good)

1. Open Internet Explorer.
2. Go to [www.snagajob.com](http://www.snagajob.com)
3. Enter your zip code.



4. Look at the different jobs.

5. Click on a job to get more information.



6. Find two or three jobs that interest you. Make some notes about the jobs on the back of this paper.

**Job #1**

Job title: \_\_\_\_\_

Some job duties: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Schedule: \_\_\_\_\_

How to apply: \_\_\_\_\_

**Job #2**

Job title: \_\_\_\_\_

Some job duties: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Schedule: \_\_\_\_\_

How to apply: \_\_\_\_\_

**Job #3**

Job title: \_\_\_\_\_

Some job duties: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Schedule: \_\_\_\_\_

How to apply: \_\_\_\_\_

## SAMPLE COVER LETTER

### Always send with a resume

David Becker  
432 Fremont Ave. S. # 2B  
Minneapolis, MN 55414

September 12, 2003

Human Resources  
Rainbow Foods  
493 University Avenue  
St. Paul, MN 55103

Dear Sir or Madam,

I am writing in response to the office manger position advertised in last week's *Minneapolis Star Tribune*. I am enclosing a copy of my resume for your consideration and review.

I have worked in customer service for the past 12 years and feel that I am well prepare to take on the position as office manger for Rainbow Foods. I have gained valuable managerial experience by working for Bon Appetite Catering Company over the past 3 ½ years. At this job I was not only managing employees and accounting, but also responsible for food preparation. I am also proficient in Spanish; a skill that I think will be useful for your company.

My main objective is to not only to find a job that will suit both my skills and experience, but one that is challenging and offers room for advancement. I think that I would work well with the employees and customers at Rainbow Foods. I hope I will have the opportunity to prove it. I look forward to meeting with you to discuss the position in more detail. Please call (651) 555-8989 during the day to schedule an interview.

Sincerely,

David Becker

Enc. Resume

Your Name  
Your Address

Date

Name of Person Hiring  
Title  
Company  
Address

Salutation:

In this paragraph, you should say what position you are applying for and how you heard about it.

In the next paragraph, you should describe your qualifications. Tell them your strengths and achievements. Provide details not mentioned in your resume. Assure the employer that YOU are the right person for the job. List facts. Why should they hire YOU?

In the last paragraph, you should request an interview. Tell them you look forward to meeting them. Mention your telephone number and the best hours to reach you.

Closing,

Signature

Typed name

Enc. Resume

# Jobs: Thursday, Week 2 of 3

## Writing a cover letter

Lesson Objectives:	Materials
<p>Students will:</p> <ul style="list-style-type: none"><li>• <b>review</b> what they've learned in the last two weeks</li><li>• continue working on <b>their own resumes and cover letters</b></li></ul>	<p>Learners' own cover letters and resumes, worked on throughout the week.</p> <p>Websites listed in the Activity Ideas below.</p>

### Activity Ideas:

#### Review:

- Have students tell you what new jobs they've learned about in the past two weeks.
- Have students tell you about how to search for jobs online, using information they've learned in the last two weeks.
- Have students tell you about some tips for writing resumes and cover letters.

#### Their own resumes and cover letters:

- Give students as much time as they need to continue working on their resumes and cover letters. The goal should be that everyone has a resume, and many of them have cover letters.
- Ideas for students who finish early:
  - Have them do more career research on [www.iseek.org](http://www.iseek.org)
  - Have them do job search practice on one of these sites: [www.minnesotaworks.net](http://www.minnesotaworks.net), [www.indeed.com](http://www.indeed.com), [www.simplyhired.com](http://www.simplyhired.com) .
  - Have students who are finished exchange and proofread/critique each others'.
  - Have students who have good computer skills help students with lower computer skills to format and polish their resumes and letters.