

# Class Starters & Enders

## Making the Most of Instructional Time Five Minute Lessons

Class Starters and Enders help utilize the last minutes of class when a lesson ends but there is not enough time to start another, or for an interest approach at the beginning of class. Mini-lessons correlate to GPS in the programs areas below.

### The Job Search

**Program Areas:** All CTAE Program Areas

**Instructions:** Read the material and make notes of important points, answer questions, and be ready to discuss this topic.

Searching for a job today is a lot different from when your parents were in school. Job seekers have all sorts of resources at their fingertips, including newspaper, magazine, and radio advertisements, as well as websites and online advertisements.

One important method of finding a job has not changed—**networking**. The best place to start a job search is simply by talking with people you know. Ask your friends, parents' friends, and teachers if they know of anyone in your pathway or area of interest who is hiring. If you are not of legal working age, you can ask for places to **volunteer** instead. Sometimes you can get credit towards graduation for working at your school.

**Employment websites** are websites dealing with employment opportunities and careers. They allow businesses to post job requirements for positions they re hiring for. Some websites offer chances for employees to review companies and careers. These are resources potential employees can access to fill out **job applications** and submit **resumes** and **cover letters** online. Some employment websites cater to specific career fields, such as engineering, legal work, insurance, social work, teaching, environmental jobs, and seasonal jobs.

Other sources of employment opportunities include local **job fairs** and **career fairs**, some of which may be held at your school. These are typically advertised in newspapers and on local news stations. Job and career fairs invite employers looking for paid or non-paid **interns** or employees. There, potential workers can find information, talk with company representatives, and turn in resumes and cover letters directly.

Once you've found a job to apply for, research the company before you go in for an interview. Check out the company's website and look for helpful tips such as salary range, workload, and education and experience required. The local **Better Business Bureau** and **Chamber of Commerce** are also good places to start. These organizations can be reached online or by telephone. Newspaper and magazine websites are good resources as well. Search the business' name and look for any news stories related to the company. These will include community involvement, new company employee announcements, and classified ads.

#### Review Questions

1. What resources can you use to search for jobs?
2. What should you do to gain experience if you are not old enough to work?
3. What does it mean to network?
4. What are employment websites?
5. What is the purpose of job and career fairs?
6. Why should you go to a job or career fair?
7. Why are employment websites good for job applicants?
8. What should you do once you have found a job you are interested in?
9. What are the Better Business Bureau and the Chamber of Commerce?
10. What information can you find by looking up a business on a newspaper website?



Your parents probably had a harder time job searching than you will. Kids today can even download job search applications on their cell phones!

<b>Language Connection</b>	
<i>Define the following terms</i>	
Better Business Bureau	Job Application
Career Fairs	Job Fairs
Chamber of Commerce	Networking
Cover Letters	Resumes
Employment Websites	Volunteer
Interns	