

# Student Instruction Sheet: Unit 3 Lesson 1



**Lesson Title: Job Search Strategies- Networking and Classified Ad**

## **What's important in this lesson:**

To understand the importance of job-hunting, create a list of all the people who could help you find out more information related to your occupation. All you need is a connection, or a reason for contacting them.

To find a **classified ad** that you can use in this unit to write your resume and cover letter.

## **Complete these steps:**

1. The KWLF organizer is to help you with your learning; complete the first two columns of the KWLF chart. Brainstorm what you think the job-hunting strategies and job search tools are that will help you to be successful in finding work. You will complete the other two columns at the end of the unit.
2. Read over the Job Hunting Strategies handout.
3. Now think of all the people who could help you to further understand the occupation you have previously studied in Unit 2 - Career Exploration
4. Complete the networking map using the resources available – phone book, cooperative education listings, and the Internet if possible
5. Now, find a classified advertisement on the computer or from the local paper that is suitable for you based on the information gathered in Unit 1 and Unit 2. This ad should be related to the occupation you have just finished researching.

## **Hand-in the following to your teacher:**

1. Networking Map

## **Questions for the teacher:**

# Student Hand Out: Unit 3 Lesson 1



## Gr. 10 Careers

### KWLF: Job Search Tools and Strategies

What I Know	What I Want to Know	What I Learned	How I Will Use This Learning in the Future
What are the job hunting strategies and job search tools?	What is it that you need to know about finding a job?	What is it that you learned in this unit about looking for a job?	How will you use the information gained in each lesson in the future?

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## **Job Hunting Strategies**

### **Networking**

When you network, you tell your friends and acquaintances that you're looking for work. They may be tapped into the hidden market-jobs that are never advertised in the newspaper.

### **Using School, Community and Family Resources**

Jobs are often listed on bulletin boards at your school, community center or library. Teachers, friends and family members can help you get ready for a job.

### **Getting an Interview**

You have a better chance at a job with a face-to-face interview. It's also a good idea to dress appropriately and be prepared for questions you might be asked.

### **Preparing a Good Resume**

A well-written resume will help you make a good impression. Be neat, be brief, and make sure you have no typing or spelling mistakes.

### **Having the Right Attitude**

Be positive about yourself and your skills. The right mind-set for today's job market includes persistence and enthusiasm.

### **Researching the Job Market**

Check out the "help wanted" ads in your local paper, talk to employers and workers; visit your local Canada Employment Centre and library.

### **Getting Work Experience**

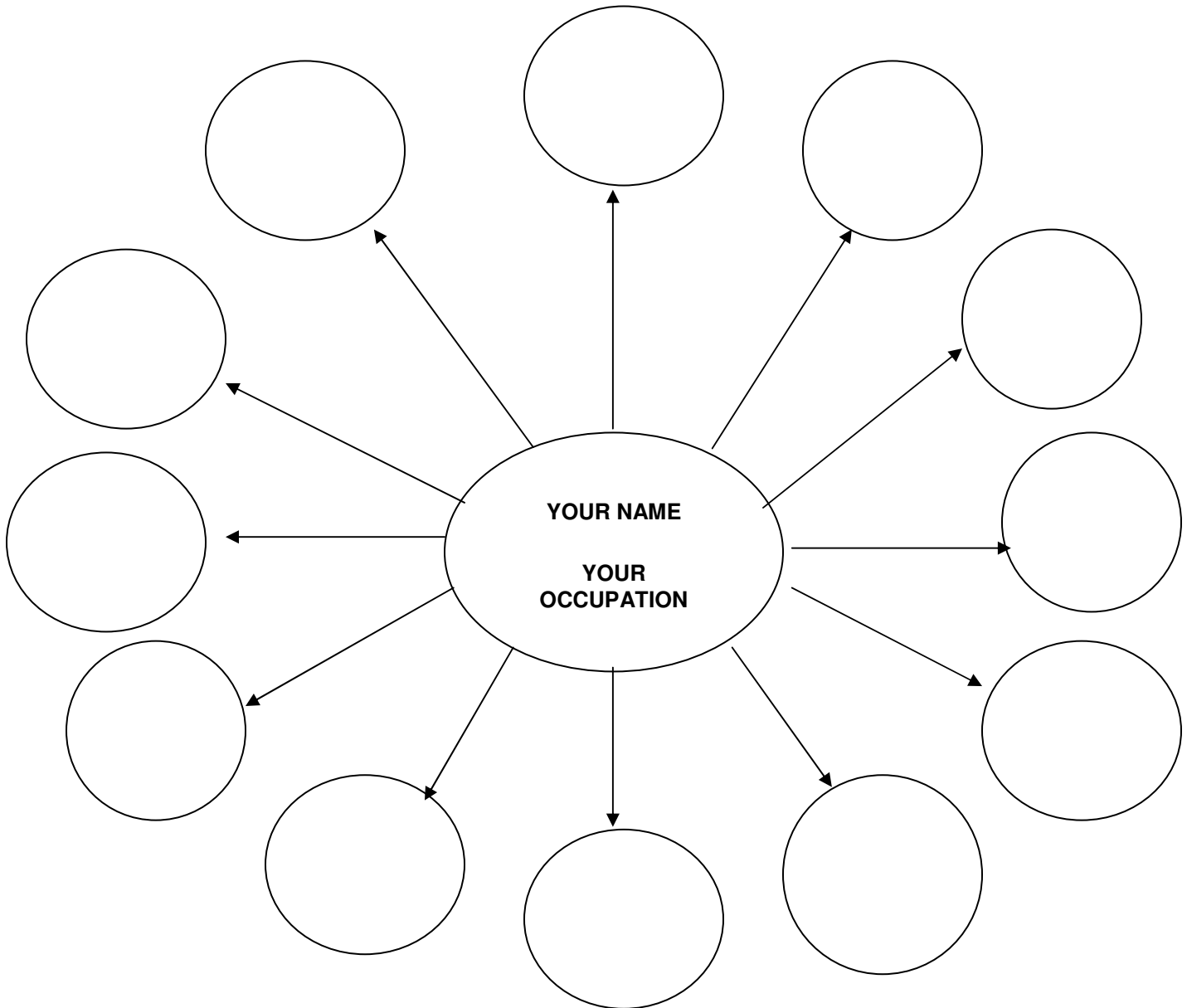
Not all work experience has to come from paid employment. Think about a co-op program, job shadowing and volunteer work.

**Career 10 – Pg. 219, Prentice Hall, 2000**

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## NETWORKING MAP- Rough Draft



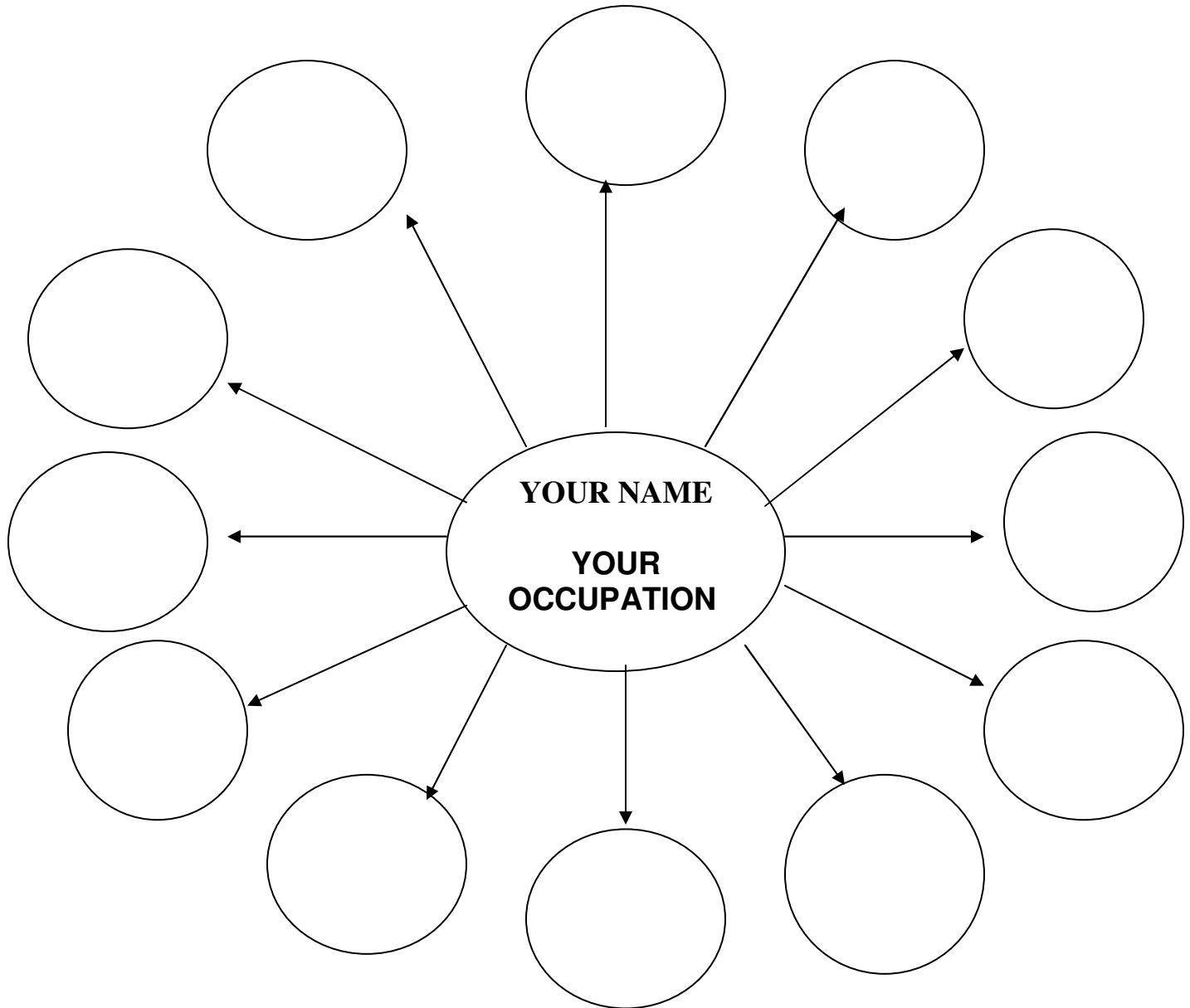
**Who are all the people that you need to be in contact with and where are all the places that you need to go to gain experience in your chosen occupation?  
(State the person's name, place of employment, phone # and/or address)  
(EXAMPLE: R. Smith, BHCI, Cooperative Education Department Head 519-744-2567)**

# Assessment Tool: Unit 3 Lesson 1



## Assessment Tool

### NETWORKING MAP- Final Copy



**Who are all the people that you need to be in contact with and where are all the places that you need to go to gain experience in your chosen occupation?  
(State the person's name, place of employment, phone # and/or address)  
(EXAMPLE: R. Smith, BHCI, Cooperative Education Department Head 519-745-2567)**