



APPLYING SOFT SKILLS

High Intermediate

Students learn how to search for jobs and prepare to drop off their resumes at businesses.

Lesson objectives:

- Discuss job search tips
- Prepare to drop off your resume at local businesses

Warm up

- Before class: write the lesson objectives on the board.
- Ask Ss: *How did you find a job in your home country?* Write Ss' answers on the board.
- Ask Ss: *How did you find a job in this country?* Write Ss' answers on the board.
- Add *network, look at job ads, visit business' websites to check for openings, attend job fairs* and *drop off a resume in person* if those methods aren't already on the board.
- Divide class into pairs. Ss take turns showing one another the ad they chose. Ss discuss the job description and why they are interested in it.
- Tell Ss it's important to search for jobs in a variety of ways beyond online or newspaper ads (networking, attending job fairs, applying to businesses online).
- Tell Ss that another method of searching for a job is to drop off their resume at a business where they would like to work.
- Give each S a copy of the Activity Worksheet.
- Tell Ss they are going to create a list of local businesses where they would like to work. If they have already selected local businesses of interest, they can add those to the list.
- If your school has a computer lab Ss can find the names, addresses and phone numbers of the businesses online.
- If your school does not have a computer lab Ss can find the names, addresses and phone numbers of the businesses in a phone book.
- Tell Ss to visit each business and drop off their resume with the appropriate person in the Human Resources Department.

Presentation

- Write the addresses of several job search websites on the board (e.g. www.careerbuilder.com, www.monster.com, www.indeed.com) and tell Ss that these websites have many job ads.
- If your school has a computer lab, model how to navigate one of the job search websites. Tell Ss to search through the ads and find the ad that is most interesting to them.
- If your school does not have a lab, bring several newspaper job sections to class and share them with Ss. Tell Ss to search through the ads and find the ad that is most interesting to them.
- Encourage Ss to write down any words in the ad that are unfamiliar.

Evaluation

- Ss add the completed Activity Worksheet 5E to their Career Portfolio.



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Name: _____

Career of Interest _____

Business #1

What is the name of the business?

What is the address of the business?

What is the phone number of the business?

Who is a contact in the Human Resources department?

Business #2

What is the name of the business?

What is the address of the business?

What is the phone number of the business?

Who is a contact in the Human Resources department?

Business #3

What is the name of the business?

What is the address of the business?

What is the phone number of the business?

Who is a contact in the Human Resources department?