# Finding a Job

## Vocabulary

<table>
<thead>
<tr>
<th>application</th>
<th>résumé</th>
<th>interview</th>
<th>experience</th>
<th>skills</th>
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<tbody>
<tr>
<td>job board</td>
<td>contract</td>
<td>temp</td>
<td>salary</td>
<td>hourly wage</td>
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<td>classifieds</td>
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<td>discrimination</td>
<td>education</td>
<td>vacancy</td>
<td>hiring</td>
<td>staffing agency</td>
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<tr>
<td>internship</td>
<td>seasonal work</td>
<td>qualifications</td>
<td>references</td>
<td>recommendation</td>
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</table>
Use vocabulary words on the front page to answer the following situations.

1. Tyrone is looking for work to make extra money during the holidays. What type of employment should he seek?
2. Luciana was invited to meet with a potential employer. What is this called?
3. Pete is a full-time student looking to make some extra money. Which type of employment would be the best?
4. Mai is applying for a job without pay that helps her learn about a new career. What is this called?
5. Mateo told a potential employer that Tanya was a great worker. What is Mateo?
6. Noor created a document about her education, qualifications, and previous experience. What is this document?
7. The assistant job pays $13.75. What is $13.75 known as?
8. Celeste made an extra document that tells the employer the type of position she wants. What is it called?
9. Hiroshi has his associate degree in business. Where in his résumé should he write this?
10. Walmart posted a position on their website. Walmart is doing what?

First, review the example résumé together as a class. Then, practice using past participles to describe past job experiences.

Past Participles are used to describe job skills or experiences because they show what we have accomplished but they aren’t connected to a specific time.

Past Participles are used when a Perfect Tense is being used. Perfect Tenses talk about actions that happened but not at a specific time. We use Present Perfect Tense by adding has/have before the Past Participle. Example: I have run two marathons. (This is Present Perfect because I could run another marathon sometime in my life if I stay healthy.) Example: I ran a marathon yesterday. (This is Past Tense because it is a specific moment in the past.)

1. I have ___________________ (clean) office spaces.
2. I have ___________________ (operate) a crane.
3. I have ___________________ (run) an accounting firm.
4. I have ___________________ (manage) a work crew.
5. I have ___________________ (drive) a forklift for six years.
6. I have ___________________ (repair) heavy machinery.
7. I have ___________________ (fix) cars since my dad taught me in 1992.
8. I have ___________________ (sing) professionally for ten years.
Choose a job search website and use your phone or a computer to search for the information below. You can also use a local newspaper or The Greensheet without technology available.

<table>
<thead>
<tr>
<th>Find a job that pays more than $10/hr.</th>
<th>Find a job that is in your zip code.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is it titled?</td>
<td>How much does it pay?</td>
</tr>
<tr>
<td>How much experience does it require?</td>
<td>What skills does it require?</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Find a teacher job.</th>
<th>Find an engineer job.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the education requirement?</td>
<td>What company is it for?</td>
</tr>
<tr>
<td>How much does it pay?</td>
<td>What are the benefits?</td>
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<tbody>
<tr>
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<td>Glassdoor.com</td>
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<tr>
<td>Houstonjobs.com</td>
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<tr>
<td>HPL Job Hunting Databases</td>
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<tr>
<td>Newspaper Classifieds</td>
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<tr>
<td>The Greensheet</td>
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</tbody>
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**PRACTICE INTERVIEW**

Think about how to answer the following interview questions then work with a partner to practice answering them live.

1. Tell me a bit about yourself.
2. Why should we hire you?
3. Are you looking for full-time or part-time work?
4. Can you work evenings?
5. Tell me about a conflict at work and how you handled it.
6. How do you deal with a policy you don’t agree with?
7. What is your greatest professional strength?
8. What is your weakness?
9. Why are you looking for a new position?
10. Are you willing to relocate?
HOMEWORK CHALLENGE

It’s important to know the lingo for your career. Choose five to ten words in your language that you use in your job field and translate them here to English.

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If you have a special physical or communication need that may impact your participation in any of these activities, please contact library staff prior to the program to discuss accommodations. We cannot ensure the ability of appropriate accommodations without prior notification of need.