

Skills for Living – Week 5

May 4 – May 8, 2020 -- Due May 11 by 9:00 AM

Essential Question: How do I get a job?

Learning Targets: We are learning about different kinds of careers so that we can find something that interests us.

We are learning about job applications so that we understand how to fill them out correctly.

Success Criteria: I can explain the role humor can play in dark times.

I can explore my interests and what careers might appeal to me.

I can name some “do’s” and “don’ts” for job applications.

I can fill out a job application.

YOUR ASSIGNMENTS (please read to the end before you start working!):

1) NYT Weekly Writing Prompt: Is It OK to Laugh During Dark Times?

Click here to access your [Weekly Writing Prompt from the New York Times](#). There are a lot of questions; you do not have to answer them all. Use the questions to guide your thinking, and write a response to the prompt (at least 150 words).

- You can send your response in either an email to me (smitha@luhsd.net); a Google Doc shared with me; a Word Document emailed to me; or you can write your answers on a piece of paper (in [cursive!](#)), take a good picture, and email it to me or share it with me on the Remind.
- Be sure to write at least 150 words! I am really interested in your opinions on these topics!

2) [Career Interest Survey](#)

Now that we have finished talking about college, it’s time for a new unit: Careers! Some of you may know what you want to do for a career; some of you may have no idea. We are going to start thinking about careers that might interest us by taking this [Career Interest Survey](#).

- **Read the directions at the top of the page** and then go through the first two pages, circling the activity that you would rather do (out of the pairs of choices). It may be best to print these pages so that you can circle your choices clearly.
- When you have finished circling activities, go back and count all the times you circled each letter and fill out the chart under the heading “Career Evaluation.” **(Directions are on the second page.)**
- After reading the **directions at the bottom of the second page**, continue on to page 3, “Career Interest Areas.” Here you will find the letters that correspond to the choices you made on the first two pages.

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Read about the career interest areas related to the letters you chose the most often and write your top two or three on the lines on the bottom of page 2.

- Your last step, after you have chosen two or three career interest areas, is to pick two jobs from one of those areas on page 4 of the document under “Career Evaluation” and list what you consider some of the jobs’ pros and cons.
 - For example, if I picked the letter “A” most often (on the first two pages), that corresponds to careers in Arts, A/V Technology and Communications (on page 3).
 - I would then look on the Career Evaluation page (page 4) for the careers listed under that category, and I would find jobs such as Actor, Art Director, Broadcast Technician, etc.
 - Perhaps Actor and Photographer are the two jobs that interest me the most out of those listed in the Arts, A/V Technology and Communications category. My last task is then to list some pros and cons for each of those jobs. For the example of an Actor:
 - Pros: Fun job, possible to make lots of money, could become famous
 - Cons: Stressful trying to find good-paying gigs, might have to have a second job while looking for acting work, probably won’t become famous
 - You can type your answers into a Google Doc and share it with me; send your work in an email; or write your answers on paper, take a picture, and email it to me / send it to me on the Remind.

3) Job Applications

After you know what kind of job you want, you have to apply! [Here](#) is an example of a job application filled out by a woman named Marie Smith. Have a look at the document—does it seem like Marie filled this out correctly? Which parts look wrong? (Print this job application if possible.)

- After you have a preliminary look at the job application, read the information about [How to Fill Out a Job Application](#). Considering the tips in this document, what did Marie Smith do wrong? Go through her application with a colored pen or a highlighter and circle/highlight all the areas she filled out incorrectly. For example, you may notice on the first page of the application that she lists her phone number as (7) 498-6132, which is not a valid phone number (the area code is incomplete). That would be a mistake that you should circle/highlight. YOU DO NOT NEED TO CORRECT THE MISTAKES AT THIS POINT. Once you have made all your marks, take a picture of your work to send to me at the end of this assignment.
- Once you have identified all the incorrect areas on Marie’s job application, your next step is to rewrite her information correctly on this [blank job application](#). You are not filling out this blank document with your info; you are using Marie Smith’s information from her original, imperfect application. Use the “How To” document to guide you in correcting her application. You will need to make up some fake information to completely fill out the blank job application. For example, she does not give a last name

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for her supervisor at Wendy's, Robbie. You will need to make up a last name for him! As another example, you may need to make up fake phone numbers when the info Marie gives is incomplete. The specific information that you invent is not as important as you filling out the application correctly.

- The blank job application is a fillable PDF that you will be able to type your answers directly into. HOWEVER, don't just fill it out and email it back to me; you will need to **convert the file** to a non-fillable PDF first. This is a format that neither I nor anyone else will be able to change once you have saved it as such. First, you will need to download the PDF file from my website and THEN fill in your answers. **If you skip this first downloading step, your answers might not save at all!!**
- Then, follow [these directions](#) on how to convert a fillable PDF into a non-fillable PDF. **Please save the new PDF with your name and period number in addition to the title of the assignment in the file name. (Example: Allison Smith - Per 6 - Job App.pdf)**
- Once you have completed the application and converted it to a regular (non-fillable) PDF with your name and period number in the file name, email it to me at smitha@luhsd.net. If for whatever reason you are not able to fill out the worksheet electronically, you may print the blank job application, fill it out with Marie's information, take a good picture, and send it to me via email or the Remind (or return your paper to the school so that they can scan it and send it to me via email).

**** Please combine your assignments into as few emails as possible. That is, try not to send me separate emails for each assignment. Combine your work on these assignments into one email or Google Doc. ****