

Arizona Career and Educational Guide

Teacher's Guide



...a plan for your future



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

Welcome to the *Arizona Career & Educational* **Teacher's Guide!**

We are pleased to provide this supplemental guide for educators to use with the *Arizona Career and Educational Guide*. The *Arizona Career and Educational Guide Teacher's Guide* was adopted and modified with activities to reflect Arizona's labor market information, career and educational data; and academic standards. The Arizona Career and Educational Guide leads students through the four phases of career development as outlined by the National Career Development Guidelines.

The *Teacher's Guide* corresponds to the four stages of career development as outlined in the *Arizona Career and Educational Guide*: Self Assessment, Exploring Careers, Making a Decision, and Action Plan. In the *Teacher Guide*, these steps are organized into six lesson plans. Notice that step #4 has been divided into three lesson plans to make it easier to use the guide.

- Step #1: **“Who Am I?”** is a self assessment lesson plan
- Step #2: **“What's Out There?”** is a exploring careers lesson plan
- Step #3: **“How Do I Decide?”** decision process lesson plan
- Step #4: **“How Do I Do It?”**- Taking Action
 - Section A: Educational Opportunities Lesson Plan
 - Section B: Postsecondary Opportunities Lesson Plan
 - Section C: Job Search Lesson Plan

Each lesson plan consists of:

- 1) an overview
- 2) Arizona Academic Standards (core areas of Language Arts, Economics, and Mathematics) are addressed by the activities in the lesson
- 3) teacher instructions including helpful hints and an activity answer key
- 4) a list of the student activities with the approximate completion time required for each activity. The activities each correspond to an article in the *Arizona Career & Educational Guide*, referenced by specific page numbers. (Note: If a student is expected to supply an original answer to an activity question, we have noted “self-answer” on the answer key.)

We believe the *Arizona Career and Educational Guide* and the *Teacher's Guide* are valuable tools for Arizona students for their career planning. We would appreciate your overall comments and suggestions for additional activities. Please take time to share the ways you have used the *Arizona Career and Educational Guide* in your classroom.

Kay Schreiber
Arizona Department of Education
Career Technical Education
1535 W. Jefferson St., Bin 42
Phoenix, AZ 85007
(602) 542-5353
Kay.Schreiber@azed.gov

www.ade.az.gov/cte/counselors

The Arizona Department of Education of the State of Arizona does not discriminate on the basis of race, religion, color, national origin, sex, disability or age in its programs, activities or in its hiring and employment practices. If you have questions or grievances related to this policy, please contact the Administrative Services DAS at (602)542-3186.

Printed in Phoenix, AZ, by the Arizona Department of Education. Copies: x, Total Cost: xx, Unit Cost: xx, Date 10/07

Table of Contents

Welcome Letter and Acknowledgments

Table of Contents	1
Step #1: “Who Am I?”- Self Assessment Lesson Plan	2
Activity 1: What Are My Career Interests?	3
Activity 2: Work Styles	4
Activity 3: What Workplace Characteristics And Skills Do I Need?	5
Activity 4: What Is My Personality Type?	6
Step #2: “What’s Out There?”- Exploring Careers Lesson Plan	7
Activity 5: Arizona Job Outlook 2003-2013	9-10
Activity 6: Arizona Career Matrix Scavenger Hunt	11
Activity 7: Your Monthly Budget	12
Step #3: “How Do I Decide?”- Decision Process Lesson Plan	13
Activity 8: How Do I Decide?	14
Step #4: Sections A-C: “How Do I Do It?” - Taking Action Lesson Plans	15-48
Step #4: Section A: Educational Opportunities Lesson Plan	15
Activity 9: Why is Education Important to Me?	17-18
Activity 10: CTE Organizations, Career Pathways and Tech Prep	19
Activity 11: Build Your Work Foundation in School	20-22
Step #4: Section B: Postsecondary Lesson Plan	23
Activity 12: Postsecondary Opportunities	25
Supplemental Activity 12.a: Choosing a College	27
Supplemental Activity 12.b: What to Look for in a College Catalog	29
Supplemental Activity 12.c: What to Look for When Visiting a College Campus	30
Supplemental Activity 12.d: Community/Technical Colleges and Your Career Path	31
Activity 13: Financial Aid	32
Activity 14: Is the Military for You?	33
Step #4: Section C: Job Search Lesson Plan	35
Activity 15: Am I Eligible to Work?	38
Activity 16: How Do I Find a Job?	39
Activity 17: How Do I Fill Out a Job Application?	40
Activity 18: Resumes	41
Activity 19: Cover Letters	43
Activity 20: Job Interviews	45
Activity 21: Keeping Your Job	48
Arizona Academic Standards Addressed	49

Lesson Plan

Step #1: “Who Am I?”- Self Assessment

Overview

This lesson helps students identify who they are as a person: their likes and dislikes, their work style preference, and their personality type. Self assessment is the important first step and the foundation of an overall career path.

Arizona Academic Standards

Language Arts

Objectives:

At the end of this lesson, students will be able to:

1. Determine their likes and dislikes
2. Differentiate between personality types and work styles
3. Analyze their strengths and weaknesses according to workplace skills
4. Understand their own personality type and how it relates to their career interests

Teacher Instructions

Teachers can use the *Arizona Career & Educational Guide* Step #1 readings and activities, as well as extension questions and supplemental activities provided on student handouts to allow students to assess their personalities, work styles, and career interests.

Student Activities: Using the *Arizona Career and Educational Guide*, students will complete the four activities for “Who Am I?” including:

Activity 1: What Are My Career Interests? - page 3 (Time required: approximately 25 minutes)

Activity 2: Work Styles - page 4-7 (Time required: approximately 15 minutes)

Activity 3: What is My Personality Type? - pages 8-9 (Time required: approximately 15 minutes)

Activity 4: What Workplace Characteristics and Skills Do I Need? - page 10 (Time required: approximately 25 minutes)

Answer Key:

Activity 1.3

1. This activity will help identify an individual's likes and dislikes or in other words, their interests. It will give ideas on what work will best suit an individual.
2. Self answered
3. There are three areas of interest:
 - a. **Hands-On Person:** Like working with tools and machines, are curious about how things work and like to build, operate, maintain and repair equipment.
 - b. **People Person:** Enjoys being with others and exercising people skills such as caring, helping, advising, persuading and cooperating.
 - c. **Information Person:** Has the ability to find, classify, organize and explain information in ways that help others understand it.
4. Occupations are listed on pages 5-7 of the *Arizona Career and Educational Guide*.
 - a. **Hands-On:** Mechanic, carpenter, electrician, and welder.
 - b. **People:** Teacher, counselor, social worker, and funeral director.
 - c. **Information:** Accountant, banker, realtor, and bookkeeper.

Activity 1: What are My Career Interests?Name: _____
Date: _____**Activity 1.1**

Complete the survey, "What Are My Career Interests?" and the Sum Up exercise on page 3.

Activity 1.2

Read page 4, including the box labeled "Your Skills."

Activity 1.3

Answer the following questions in complete sentences:

1. What is this survey supposed to help you realize?
2. In what area did you find the best match? Do you agree or disagree with the results? Why or why not?
3. What are the main differences between the three areas of interest?
4. Can you infer what type of occupations would correspond with each area of interest? In other words, what type of job might each type of person have?

Hands-on person: _____

People person: _____

Information person: _____

Activity 2: Work StylesName: _____
Date: _____**Activity 2.1**

After circling occupations that interest you on pages 5-7, list the three different work styles for which you circled the most jobs.

Activity 2.2

Answer the following questions in complete sentences:

1. What category(ies) did your work styles include? (The three categories are hands-on person, people person, and information person.)

2. Do your choices correspond with your results from the Career Interest survey on page 3? Explain your results.

Supplemental Activity

Research these careers and give a three-sentence description of each.

- Conservator
- Optometrist
- Astronomer
- Phlebotomist
- Telemarketer
- Prosthetist
- Actuary
- Occupational Therapist

Activity 3: What Workplace Characteristics and Skills Do I Need?

Name: _____

Date: _____

Activity 3.1

Complete the “Workplace Characteristics” worksheet?” on page 10. Place a check either in the “can do” blank space or the “needs work” blank space for each statement.

Activity 3.2

After completing the above exercise, answer the following questions:

1. Based upon your results, which two skill areas do you feel are your areas of strength? Why?
2. Which two areas do you feel need more development? Why?
3. What actions can you take in order to improve the two areas in which you need improvement?
4. In your own words, explain what skills employers are looking for. Explain your marketable skills and what steps you can take to make yourself more marketable to possible employers.

Activity 4: What Is My Personality Type?Name: _____
Date: _____**Activity 4.1**

In order to determine your Holland Code, read pages 8 and 9 and review the six personality types (realistic, investigative, artistic, social, enterprising, and conventional). Decide which three types sound most like you and put them in order of first, second, and third (first being the most like you, second somewhat like you and third a little like you, keeping in mind they are still your top three).

Activity 4.2

You can consider your "Holland Code" by combining the corresponding letter of your first, second, and third personality type. For example, if you are the realistic type the most, enterprising a little less, and social even less, but it is still like you, then your code would be RES. You will use this personality code in choosing occupations to match your career interests.

YOUR HOLLAND CODE* _____

(*Remember your Holland Code so you can use it in future activities.)

Supplemental Activity

Pick one of the following people and determine his or her personality based on Dr. John Holland's theory. Explain why you think he or she fits this personality type based on their individual characteristics.

- Martha Stewart: Home design specialist
- Bill Gates: Founder of Microsoft
- Steven King: Author
- Oprah Winfrey: T.V. personality
- Billy Blanks: Karate champion, developer of Tae-bo
- Hillary CLinton: Lawyer and Senator

Lesson Plan

Step #2: "What's Out There?"- Exploring Careers

Overview

This section looks at Arizona's overall labor market and the Arizona occupations that offer the best wages and long term job opportunities. When finished with Step 2, students will have a wealth of occupational and labor market information upon which to base their career decision.

Arizona Academic Standards

Language Arts, Workplace Skills, Mathematics

Objectives:

At the end of this lesson, students will be able to:

1. Identify three job descriptions, number of job openings, and hourly wage rates
2. Read technical charts and interpret labor market information

Teacher Instructions:

1. Students can read and discuss the information about net gain/loss in jobs on pages 14-16. Students are provided with information about net gain/loss in jobs; knowing what occupations will be available will help the students match their own traits to something they will enjoy.
2. To ensure understanding of the Career Matrix on pages 17-27, you may need to guide students through each element of information in the matrix for a particular job.
3. Using the work sheets for Activity 5, the students should research characteristics of three different jobs. When they have finished with their research, the students should respond to the questions; the final question might serve as a one-paragraph assignment for homework or in-class writing.
4. In Activity 7, students use a sample to develop their own budget starting with the gross monthly pay for an occupation they select from the matrix.
 - a. Note that wages are given as hourly wages, which students will have to convert to monthly figures.
 - b. Next, students can apply the percentages in the sample budget for each expenditure category.
 - c. Then, using the chart for different locations, you can generate discussions about how they will have to budget their money.
 - d. There are several ways to get from Hourly Wages to Gross Monthly Pay.
One way: $40 \text{ (hours/week)} \times 50 \text{ (weeks/year*)} = 2000 \text{ hours/year}$

* We used 50 weeks, allowing for 2 weeks unpaid vacation. Labor statisticians use the same number. $2000 \text{ divided by } 12 \text{ (months/year)} = 166.67 = \text{approx. } 167 \text{ hours/month}$
 $167 \times \text{Hourly Wage} = \text{Gross Monthly Wage}$

Another method is to multiply $40 \text{ (hrs/week)} \times 4 \text{ (weeks/month)} \times \text{Hourly Wage} = \text{Gross Monthly Wage}$

Any other mathematically defensible method will do fine. The point is to find Gross Monthly Pay. Once the students have calculated the Gross Monthly Pay, they enter it on page 29 in the top blank of the table.

- e. Under "IV. Expenses," page 29, students calculate their expenses by multiplying their net pay by the noted percentage.

Student Activities

Activity 5: Arizona Job Outlook 2003 - 2013 - Page 11
(Time required: approximately 45 minutes)

“Exploring the World of Work”

Have students read introductory paragraph, and complete the 10 item T/F quiz; use as a motivator to learn more using *Arizona Career Matrix*.

Activity 6: Arizona Career Matrix Scavenger Hunt - Pages 14-27
(Time required: approximately 45 minutes)

Activity 7: Monthly Budget - Page 29
(Time required: approximately 45 minutes)

Answer Keys:

Activity 5.2

1. Job growth equals the amount of new job openings expected in the labor force. Openings due to separations occur when individuals leave the labor market or change occupations.
2. Sales and Related.
3. Physician Assistants, Medical Assistants & Respiratory Therapy Technicians.
4. Because some occupations that are slower growing have a larger employment base to start with; therefore can have more openings even with a slower growth rate.

Activity 5.3, 5.4, and 6.1

Self answered based on career interests.

Activity 6.2

1. They formulate marketing policies, direct sales activities, and plan, organize and direct advertising and public relations activities for a department, an entire organization, or on an account basis.
2. Work experience plus degree.
3. Leading and influencing people, understanding words and communicating. Dealing with people in a business setting.
4. They evaluate, authorize or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments.
5. Working with details in words and numbers.
6. Persuasive, works with people, expresses self creatively.
7. Assist dentists at chair, set up patient and equipment, keep records and perform related duties as required.
8. Moderate term on the job training.
9. Works well with people, works independently, performs lab experiments and is creative.
10. Detailed tasks, work with machines and equipment and helps or cares for other people.
11. Requires physical activity and working with machines and equipment.
12. Retail Sales
13. Cashiers
14. 26,918
15. \$24.34
16. Obstetricians & Gynecologists.

Activity 5: Arizona Job Outlook 2003-2013

Name: _____

Date: _____

Activity 5.1

Read pages 14-16 and be prepared to discuss Arizona occupational projections for 2003-2013.

Activity 5.2

Answer the following questions in complete sentences:

1. Explain the difference between job growth and openings due to separations?
2. Which major occupational category is expected to provide the most job openings?
3. What are the three fastest growing occupations?
4. How come the fastest growing occupations do not always have the most openings?

Activity 5.3

Complete the "Exploring the World of Work" on page 11. On a separate sheet of paper, explain the trends in the workplace.

Activity 5.4

Now that you have an idea of the type of career that would suit your personality and skills, you need to consider the job market, job security, and the training required using the *Arizona Career & Educational Guide* located on pages 17-27.

Pick three careers that interest you. Make sure that you consider your results from the prior exercises especially the "Holland Code" when choosing three careers.

Career #1 _____

1. What is the job title and description for the first career that you chose?
2. How many openings are there for this job in Arizona each year?
3. How many people are employed in this job?
4. What training is needed for this position?
5. What are three of the characteristics for this job?

Career #2 _____

1. What is the job title and description for the second career that you chose?
2. What is the annual growth for this job in Arizona each year?
3. What is the training code for this occupation and what must you do in order to obtain the training necessary?
4. What does the "Holland Code" indicate about the type of personality necessary for this job?

Career #3 _____

1. What is the job title and description for the third career that you chose?
2. What is the annual growth for this job in Arizona each year?
3. What "worker skills" are necessary for this career?
4. Which of these "worker skills" do you feel are your strongest skills? Explain.
5. What does the Holland Code indicate about the personality necessary for this job?

**Activity 6: Arizona Career Matrix
Guide Scavenger Hunt**Name: _____
Date: _____**Activity 6.1**

Turn to page 15, look at the table, “Arizona Occupations with the Most Openings, 2003-2013,” and evaluate your three occupational choices.

1. Which of your three choices has the most projected openings for the future, and how many openings are expected?
2. Which of your three choices pays the highest hourly wage and what is the hourly wage?
3. Which of your three choices requires you to have the most training and what training would be required?
4. Which of the three choices you made would you most likely consider?
5. What have you learned about yourself and your personality as a result of reviewing the *Arizona Career and Educational Guide*? Explain.

Activity 6.2

Using page 19, answer the following questions:

1. What do Accountant and Auditors do?
2. What training is needed for these positions?
3. List three job characteristics for these jobs.

Using page 21, answer the following questions:

4. What do loan officers do?
5. What is job characteristic 06?
6. Does the Holland Code ESA indicate a well-matched personality for a loan officer?

Using page 22, answer the following questions:

7. What does a dental assistant do?
8. What training is needed for this job?
9. What does the Holland Code SAI indicate?
10. Explain three job characteristics for this position.

Activity 7: Your Monthly BudgetName: _____
Date: _____**Activity 7.1**

Read and review “Your Money” on page 29 and complete the budget activity.

1. Monthly Pay Computation:

Occupation selection: _____ Hourly wage: _____

How do you make this a Gross Monthly Wage? Write and calculate the steps.

Put your answer in the “Yours” column, next to Gross Monthly Pay.

2. Now calculate your taxes. Multiply the Gross Monthly Pay by the indicated percentages for each category of your taxes.
3. Add: Federal + State + Social Security + Health Insurance + Pension = Total Taxes
4. Subtract: Gross Monthly Pay – Total Taxes = Monthly Take-Home Pay (Net)
5. Now determine your expenses. After multiplying the expense percentages by the Net Gross Monthly (take home) Pay, add the expense categories to find the Total Expenses.
6. Compare Total Expenses to Monthly Take Home Pay and explain your findings.

Lesson Plan

Step #3: “How Do I Decide?”- Decision Process

Overview

This lesson will match self-assessment results with the occupations of interest and discuss job characteristics. Students will match chosen occupations to job characteristics. Then they will be asked to set some specific goals.

Arizona Academic Standards

Language Arts

Objectives:

At the end of this lesson, students will be able to:

1. summarize findings from self assessment activities
2. correlate self assessment profile to job profile
3. distinguish between compatible and incompatible jobs
4. extend data and predict long term goals

Teacher Instructions:

Teachers can use Step #3 activities and extension questions to allow students to decide which occupations truly fit their personalities, capabilities, and goals.

Student Activities

Activity 8: How Do I Decide? - page 31
(Time required: approximately 25 minutes)

Answer Key:

Activity 8.1

1. Most likely to change jobs 6-8 times in your life.
2. Self answered.
3. Having skills is not enough to be successful. An individual must have motivation and the will to reach their career goal.

Activity 8: How Do I Decide?Name: _____
Date: _____**Activity 8.1**

Read page 31 and respond to the following questions:

1. How many times are you likely to change jobs in your life?
2. How would you describe your motivation level and willingness to learn?
3. How do motivation and willingness to learn influence your career choices? Explain.

Activity 8.2

On page 32, complete the exercise “What Have I Found Out?” based on the self-assessment exercises that you have completed.

Read the “Take Stock” section and consider your results. Are you on the right course? Why or why not?

Activity 8.3

On page 33, complete the “Self and Job Match Worksheet” considering your self-profile, job profile, and whether or not the two match.

Activity 8.4

Read page 34, and evaluate the information in “My Career Choice.”

List three occupations that you would not choose based on your findings. Explain why your aptitudes do not agree with these occupations.

Activity 8.5

Based on what you have learned about yourself and occupations, on page 34, list three occupations which you would like to learn more information on.

Activity 8.6

Use the Arizona Career Information System (**AzCIS**) to research those occupations.

Activity 8.7

Consider your five-year goals and complete “Setting My Goals” on page 37.

Lesson Plans

Step #4: “How Do I Do It?”- Taking Action

Section A: Educational Opportunities

Section B: Postsecondary Opportunities

Section C: Job Search

Step #4 Section A: Educational Opportunities

Overview

This section stresses how education impacts job opportunities, wages, and job security. Career and Technical Education Programs, Tech Prep, and Career & Technical Student Organizations (CTSO) and other skills provide students with knowledge, skills and experience.

Arizona State Standards

Language Arts, Economics, Mathematics

Objectives:

At the end of this lesson, students will be able to:

1. Identify the importance of education and the related economic benefits
2. Define and understand Career Pathways, Career Clusters, Tech Prep, Career and Technical Education programs, including student organizations, and the benefits of participation in these programs
3. Recognize positive personal skills in high school and how they relate to successful employee traits

Teacher Instructions

Within Step 4, there are three sub-sections (A-C). Teachers can use Section A readings and activities on page 38 of the Arizona Career & Educational Guide to provide information on the levels and the importance of education and how education relates to lifestyle choices.

Discussion points include:

- The importance of education
- The influence of education on lifestyle choices
- How vocational programs in high school can help develop good work habits
- What personality traits and personal skills are important to employers

Student Activities

Activity 9: Why is Education Important to Me? - pages 39, 44

(Time required: approximately 50 minutes)

Activity 10: Career and Technical Education Student Organizations - page 46-47

(Time required: approximately 25 minutes)

Activity 11: Build Your Work Foundation in School - pages 35-36, 44-47

(Time required: approximately 45 minutes)

Answer Key:

Activity 9.1

Food Preparation Workers	Short term on the job training
Credit Analyst	Bachelor's Degree (4 years)
Elementary School Teacher	Bachelor's & Master's Degree (4-6 years)
Financial Manager	Bachelor's Degree (4 years) and work experience
Lawyer	Bachelor's and Law Degree (7 years)

Activity 9.2: Employment Quiz

- | | |
|------|-------|
| 1. F | 7. T |
| 2. F | 8. F |
| 3. F | 9. C |
| 4. F | 10. D |
| 5. T | 11. B |
| 6. T | |

Activity 10.1:

1. Self answered.
2. Teacher needs to review students answers to make sure they are correct.
3. TECH PREP is a program for students to receive college credit by combining technical training and academics while in high school.
4. College credit.
5. Teacher provided
6. Teacher provided.
7. Teacher provided.

* For more information visit www.aztechprep.org or call the State Tech Prep Coordinator at 602-542-5356.

Activity 11.1

1. Knowing how to learn, problem-solving, reasoning, self-management and responsibility.
2. Decision-making, self-management, responsibility, cooperation and problem-solving.
3. Very similar trait.

Activity 9: Why is Education Important to Me?

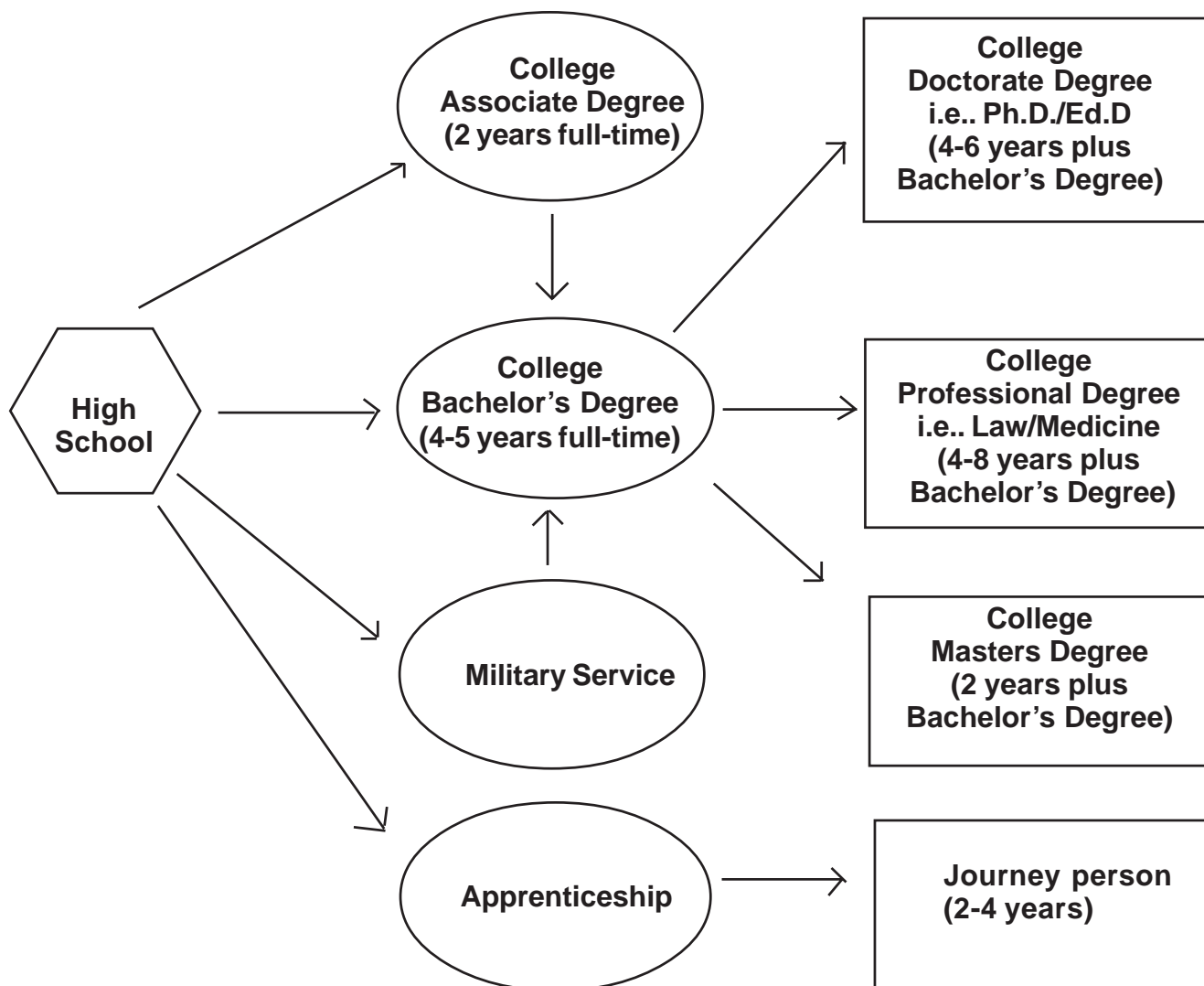
Name: _____
Date: _____

Activity 9.1

Read pages 40 & 41 and review educational level chart below.

Levels of Education

The chart shows possible educational paths and approximate time frames. These are examples on how to advance your education. If you work while going to school, it may take longer to achieve your educational goals. Some occupations require higher education.



Activity 9.1 (continued)

Using the Arizona Career Matrix on pages 17-27, list a possible educational path for the following occupations. How many years of education and training after high school would this path take?

Example: *Systems Analyst* Associate Degree -- Bachelor's Degree = 4-6 yrs

1. *Food Technician* _____

2. *Credit Analyst* _____

3. *Elementary School Teacher* _____

4. *Financial Manager* _____

5. *Lawyer* _____

Activity 9.2

Directions: Circle the correct answer to the following questions to determine how much you know about the job market.

- T F 1. By the year 2013, almost one third of all jobs will require a college degree.
- T F 2. Most people find their jobs in the classified section.
- T F 3. There is only one right job for you and your abilities.
- T F 4. The best way to get a job is to wait until the right opportunity comes along.
- T F 5. Generally speaking, the more education you have, the more likely you are to find a job.
- T F 6. Many jobs in high-tech electronics and computer companies require an electrical engineering background.
- T F 7. Mailing resumes is the best way to contact a large number of employers.
- T F 8. Except for the income you get, your job has little influence on your way of life.
9. Which of the following probably describe the job opportunities in ten years?
- Most jobs will require four or more years of college.
 - There will be a greater number of jobs for unskilled workers.
 - There will be a greater number of jobs for those with technical skills required beyond high school.
10. Select the best way to begin planning your career?
- Decide what you think is most important.
 - Look at what is available in the job market.
 - Take tests to find out what you should do.
 - All of the above.
11. If you can not make up your mind about what occupation to go into, first you should:
- Try out as many jobs as you can.
 - Find out more about what different occupations are like.
 - Try one and if you like it, stick with it.
 - Find out if they have any jobs in Arizona.

If you received the following number of correct answers:

- 7 - 11:** **WOW!** You've been doing some reading, but visit with your counselor.
- 3 - 7:** **OKAY.** You're on your way, but visit with your counselor.
- 0 - 3:** **PROCEED** directly to the Guidance Counselor's office.
(Do not pass go, do not collect \$200)

**Activity 10: CTE Organizations,
Career Pathways and Tech Prep**Name: _____
Date: _____**Activity 10.1****Read pages 35-36, 44-47. Answer the following questions in complete sentences:**

1. Of the six Career Pathway areas, what two are of the most interest to you?
2. Which Career Cluster do each of those Career Pathways fall into?
3. List the Career and Technical organizations available in your high school.
4. What is Tech Prep?
5. What credits can Tech Prep students earn while still in high school?
6. Who do you contact in your school about Tech Prep classes?
7. List two Tech Prep courses that are offered in your school or the high school you will attend.

**Activity 11: Build Your Work
Foundation in School**

Name: _____

Date: _____

Activity 11.1

Look at “Build Your Work Foundation in School”, on page 57 of the Career Guide.

Answer the following questions:

1. What are five positive personality traits of a successful student?
2. What are five positive personality traits of a successful employee?
3. Compare #1 and #2. Are they the same traits?
4. Discuss your findings with your classmates.

Activity 11.2

We all have skills. Sometimes they are hard to find, and sometimes they need to be developed. Skills are learned talents or capacities. Acquired or learned skills are used to complete a task in the workplace or other places. Often, we take our skills for granted. The following exercise will assist you in discovering your skills.

1. Think about all the things you do each day: reading, writing, math, speaking, listening, sports, clubs, hobbies, chores, and part-time work. What skills did you use? Could they be transferred to the workplace?
2. Have you recently written an essay, a letter to a friend or relative, or given a presentation in a class room? Written and oral presentations require the skill of conveying information clearly. Is this skill used in the workplace? By whom?
3. Have you used a computer lately? To do what? What computer skills and knowledge have you acquired? Who uses computer skills at work?
4. How do you manage your time? Class work, homework, projects, and reports all require time management skills. Is this something you need to improve? How important is time management in the workplace?

5. State a problem you have had to conquer at work or school.
 - a. What action did you take?
 - b. What was the result?
 - c. Skills take problems and turn them into results. What skills did you use in solving the problem?

Activity 11.3

Review the worksheet “Related School Subjects”. Pick your top three subjects and write a short paragraph about why you chose these. Do you see yourself in the related careers? Why or why not?

Related School Subjects:		
Art	Artistic	Commercial Artist, Designers, Reporters, Architects
Auto Technology	Mechanical Industrial	Mechanics, Avid Body Repairers, Machinist
Business	Business Detail	Tax Preparers, Typist Secretaries, Receptionists
Carpentry/Wood Technology	Mechanical	Carpenters, Brickmasons, Painters, Rooters
Computer Science	Scientific	Systems Analysts, Technical Writers. Programmers
Drafting/Engineering	Mechanical industrial	Engineers, Drafters. Surveyors, Engineering Technicians
Foreign Language	Artistic Humanitarian Leading-Influencing	Teachers, Musicians Home Health aides, Social Workers
Health/Health Occupations	Scientific Humanitarian	Nurses, Physical Therapists, Dieticians
Home Economics	Accommodating Selling Humanitarian	Child Cars Workers, Cooks, Orderlies Waiters
Horticulture/Agriculture	Plants and Animals Scientific	Biological Technologists Veterinarians
Industrial Arts	Artistic Mechanical	Photographers, Cabinet Makers
Language Arts English	Business Detail Selling Humanitarian Leading-Influencing	Writers, Editors, Public Relations Specialists, Advertising Agents
Mathematics	Scientific Mechanical Business Detail Leading-Influencing	Actuaries, Statisticians, Teachers Financial Managers
Marketing	Selling	Cashiers, Real Estate Agents, Retail Salespersons
Music	Artistic	Composers, Dancers, Choreographers, Musicians
Physical Education	Physical performing	Athletes, Coaches, Officials
Science	Scientific Humanitarian	Biological Scientists, Chemists, Physicians, Pharmacy Assistants
Social Studies	Protective Leading-Influencing	Police Officers, Lawyers, Paralegals

Lesson Plan

Step #4 Section B: Postsecondary Opportunities

Overview

In pursuing a career, students will need to think about the kind of education/training that is required for each occupation. Section B will provide students with information regarding colleges and universities. It will also explore how the Armed Forces can assist students to pay for college, as well as offer many other benefits and skills that will be useful in daily life.

Arizona Academic Standards

Language Arts

Objectives

At the end of this lesson, students will be able to:

1. demonstrate knowledge of college planning steps at each grade level
2. understand available financial aid resources
3. identify the educational, training, and financial aid opportunities provided by the Armed Services

Teacher Instructions

Teachers can use the activities and readings in Section B to discuss college planning, financial resources, and military service.

Student Activities:

Activity 12: Postsecondary Opportunities - page 40-43

(Time required: approximately 20 minutes)

Supplemental activities - (Time required: approximately 90 minutes)

Activity 12.a: Choosing a College

Activity 12.b: What to Look for in a College Catalog

Activity 12.c: What to Look for When Visiting a School Campus

Activity 12.d: Community/Technical Colleges and Your Career Path

Activity 13: Financial Aid - page 42

(Time required: approximately 30 minutes)

Answer Key:

Supplemental Activity 12.d

Page 41 provides website/contact information for some of the colleges in Arizona. The AzCRN website: www.ade.az.gov/cte/azcrn provides additional school and contact information under the internet Resources/Schools and Training section.

1. Recommend that teachers keep list of Az Community Colleges and addresses handy.
2. Closer to home and less expensive.
3. Self answered based on interests and research of community college sites.

Activity 13.1

1. The money for financial aid comes from federal and state governments, banks, the schools themselves, and private donors.
2. You must apply for financial aid.
3. The amount and kind of aid you receive is based on your financial need, your academic record, and on the kinds of available aid at the school you attend.
4. A grant does not require repayment. A loan requires repayment, usually after you leave school, and has a lower interest rate than other bank loans.
5. The National Guard educational benefits vary from state to state; therefore look at website <http://usmilitary.about.com/library/milinfo/blguardtuition.htm>. For more information on the various branches of the Armed Services in Arizona, look at page 43 of the Guide.

Using the *Career Guide*, page 43, students will complete the following activities for Section B:
Activity 14.1 Military Word Scramble

- | | |
|-------------------|--------------|
| 1. Navy | 6. Money |
| 2. Air Force | 7. Benefits |
| 3. National Guard | 8. Goals |
| 4. Army | 9. Diploma |
| 5. College Fund | 10. Training |

Activity 12: Postsecondary OpportunitiesName: _____
Date: _____**Activity 12.1**

Read "Your College Countdown" on page 48 and discuss.

Activity 12.2

Circle the best answer for you.

1. If I were out of high school right now, I would go to:

- A large, 4-year, in-state institution; like the University of Arizona or Arizona State University
- Other 4-year, state university: Northern Arizona University
- A Private college; like Grand Canyon University or the University of Phoenix
- A 2-year, in-state institution; like Mesa or Pima Community College

2. With financial aid a possibility, I would go on to a school:

- That is as inexpensive as possible.
- That is an average cost school.
- Regardless of the cost.

3. Choose one:

- I want a school that is well known throughout the U.S.
- I want a school that is prestigious, but not necessarily well-known.
- I want a school that is familiar to people in Arizona.
- I want a school that is well known for the program of study, I am interested in.

4. Choose one:

- I would like a campus that is an enclosed, close community.
- I would like a campus where I know some kids, but one where everybody doesn't know everybody else.
- I'm OK with a campus atmosphere where I can be anonymous or where I can become involved with other students of like interests.

5. The size of a school for me should be:

- The bigger the better.
- Medium size.
- Small.

6. Choose one:

- I wouldn't mind a very large class where I may have to assert myself to get help.
- I would like all my classes to be fairly small.

7. Choose one:

- Studying and learning is thrilling, and I would like a school where I do a lot of it.
- I don't want to have to study too intensely at school.
- I would like to learn by doing something. For the studying I do, I need to see a product or something I created, or know that I am trained for a specific job.

8. Choose one:

- a. I want to spend four years at one school, then decide if I want to continue at a different school.
- b. I want to spend two years at one school and then go to a different one.
- c. I want to spend one or two years at a school, and be trained for an immediate career.

9. Choose one:

- a. I'm not concerned about my teachers knowing who I am.
- b. It is important to me that my teachers know me.

10. Choose one:

- a. I want to live at the college in a dormitory.
- b. It's OK if there are dormitories, but I don't want to live in one.
- c. It's OK with me if dormitories are not available.
- d. Campus housing is not important to me, since I can commute from home or live with relatives.

11. I feel:

- a. It is important to have a lot of my high school friends go to that school.
- b. I would like to go to a school where I can make all new friends.
- c. It is important to choose the school because a friend is going there.
- d. That it is not important to have a lot of my high school friends go to that school.

**Supplemental Activity 12.a:
Choosing a College**Name: _____
Date: _____**I. Survey the Possibilities****Begin your search with a survey of colleges located in the geographic area of your choice.**

Check your local library, school library, or guidance office for the following resources which may help you:

- College Catalogs
- Chronological Guidance
- College Handbook
- Barron's Profiles of American Colleges
- Patterson's Schools Classifieds

Other Resources:

- College Guides and Maps
- Financial Aid Forms
- Arizona Career Information System (AzCIS)

II. Weigh the Differences**Fill out the information below about colleges that interest you. Then compare.****Location and Setting:** distance from home; city, small town, or country setting**Type and size of college:** co-ed, men's, women's, liberal arts, technical, junior, church-related, state-supported, enrollment, facilities**Comprehensive cost:** tuition, room and board, extra fees, books, travel expenses, spending money, special clothing**Financial aid:** honor scholarships, grants-in-aid, loans, alternative/work study programs, campus jobs**Program of Study:** engineering, political science, computers, music, education, marine biology, business, etc.**Admissions requirements:** required subjects, test scores, grade point average, class rank, special talents**Kind of students who attend:** habits, interests, goals, ethnic and religious background**Campus life:** cultural events, sports, clubs, fraternities and sororities, recreational facilities, rules and regulations, and surroundingsThe Arizona Career Information System (AzCIS) provides most of the above information. If you do not know how to access AzCIS, contact Barbara Zalazinski (602) 542-5352 or Barbara.Zalazinski@azed.gov

III. Narrow Your Choices

No college (nor type of college) is right for all students, but there are certain colleges that are right for you. Before narrowing your choices, you should answer some basic questions about yourself.

1. What am I able to do?
2. What do I want out of life?
3. What do I need in the way of training?

NARROW your choices to 7-10 colleges and write for catalogs *. When you have selected 3-6 colleges and have the results of one college admissions examination, consult your counselor.

LISTEN for announcements regarding visits of college representatives to your school and arrange to talk with a few. Attend the annual postsecondary education opportunities day held at school and talk with admissions personnel representing the colleges you are considering.

*** AzCIS offers an Email & School Letter Writer to assist you with your school information requests.**

EVALUATE the institution as a place where you might eat, sleep, and study for the next two-five years. Tour the facilities and inquire about the extracurricular activities, the personal services, and the school regulations. If the college is in session, visit a class, talk to students, observe campus behavior, and eat a meal in the dining hall. You will know from your experience on the campus whether that college is right for you. No amount of reading or discussing will tell you this.

SAMPLE LETTER TO COLLEGES

(your street address)
(your city/ state/ zip code)
(the date)

Director of Admissions
(name of college)
(address of college)

Dear Sir/Madam:

I am a junior (or senior) at _____ High School in *(your town)*, Arizona, and will be graduating in *(month and year)*.

Please send me an application, a catalog, and other descriptive material that might help me in planning my post-high school education. *(mention your program of study or career interest if you have one)*

I would appreciate receiving information and appropriate forms for scholarships and other types of financial aid. *(Use this sentence if you need help with college expenses.)*

Sincerely yours,

(Your Signature)
(your name typed)

Checklist for Making College Plans

<p>___ Think about preliminary criteria and your priorities.</p> <p>___ Make a college list that includes your “Dream” colleges, as well as safety” schools.</p> <p>___ Note colleges where interviews are required.</p> <p>___ Map out your itinerary.</p> <p>___ Check when the colleges are in session and make an appointment to take a tour.</p> <p>___ Balance college visits and school demands.</p>	<p>___ Arrange for high school absence and plan to make up missed work.</p> <p>___ Pack appropriate clothes for the interview.</p> <p>___ Write names and phone numbers of the college administrators you plan to see.</p> <p>___ Bring questions and be sure to have a pen and notebook with which to write important information.</p> <p>___ Bring high school transcript in case admissions counselor requests one.</p>
---	--

Supplemental Activity 12.b: What to Look for in a College CatalogName: _____
Date: _____

Name of Institution:

Mailing Address:

Phone numbers for:

Admissions:
Financial Aid:
Housing:

Is there an 800 number or website address?

What programs of study does the institution offer?

What is the student/teacher ratio?

What are the requirements for entrance?

Number of high school credits:
Subjects required:
Electives recommended:
Is there an entrance test?

When is the deadline for applying for admissions?

Where will I live?

What is the cost for a year?

Tuition and fees:
Books:
Board/Room:
Transportation:
Personal Expenses:
Leisure Time/Recreation:

What is the school calendar, including holidays?

What are some of the student activities and services?

General information and notes:

**Remember, AzCIS can provide a lot of this information.*

Supplemental Activity 12.c: What to Look for When Visiting a College Campus

Name: _____
Date: _____

Check page 41 of the *Arizona Career & Educational Guide* for addresses and telephone numbers of area schools. Additional information can be found on AzCIS, as well as the Arizona College & Career Guide Website at www.azhighered.org.

Visiting a school campus may include an interview with the admissions personnel, so be prepared to:

1. Talk about yourself--your interests, your goals, your courses and grades. Take along your personal copy of your school grades/transcript and activities.
2. Talk about the need for financial help (if needed).
3. Ask questions about the school, courses, rules/regulations. Read the catalog before your visit. Write down your questions in advance and **DO TAKE NOTES!**
4. Even though you might be nervous, be yourself.

On the campus:

1. Take a tour if possible.
2. Allow enough time to get the "feel" of the campus." Try to imagine yourself as a student there.
3. Schedule your appointments two weeks in advance and **BE ON TIME!**
4. Pick up all forms you need: application, catalog, map, and financial aid forms.
5. Visit the library. Find out how many computer labs are available on campus. Will you need your own computer?
6. Try to visit a class or two.
7. Talk to students: ASK them what they like about the school, and equally important, what they DON'T like.
8. Ask questions about life on the campus – what activities does the college offer?

Soon after, or during your visit:

1. Make notes on your reactions and your feelings about the school.
2. Write thank-you notes when appropriate.

MAKE YOUR COLLEGE VISITS EARLY IN YOUR PLANNING PROCESS

**Supplemental Activity 12.d: Community/
Technical Colleges and Your Career Path**

Name: _____

Date: _____

1. Look at page 50-51, which provides a list of the community colleges located in Arizona. Visit the Arizona community colleges website at www.50states.com/cc/arizona.htm or use AzCIS www.azcis.intocareers.org to find the address of the closest community college to your high school. Write the address of the closest school below.

2. List two reasons why someone would chose to attend a community or technical college.

a. _____

b. _____

3. Choose two occupational fields you are interested in that require training beyond high school. List the names of three jobs in that occupational field below and use “yes” or “no” to indicate the availability of training at the community or technical college nearest you.

Occupational Field #1:			Occupational Field #2:		
Job Title	Yes	No	Job Title	Yes	No

Activity 13: Financial Aid

Name: _____

Date: _____

Activity 13.1

Read page 42. Answer the following questions:

1. Where does the money for financial aid come from?
2. What do you have to do to get financial aid?
3. What determines the amount of financial aid that you can receive?
4. What is the difference between a grant and a loan?
5. How does the Arizona National Guard assist students in paying for college?

Supplemental Activity

Ask the recruiter from the Army, Air Force, Marines and Navy about the ROTC scholarships offered by their services.

Activity 14: Is the Military for You?Name: _____
Date: _____**Activity 14.1****Read page 35 in Career & Educational Guide. Unscramble the letters to form words.**

1. YANV _____
2. IRA RECOF _____
3. TONILARN DAURG _____
4. RYMA _____
5. LELEGOC NUFD _____
6. NEYOM _____
7. ENSTIFBE _____
8. AOLSG _____
9. ILPMAOD _____
10. AINNIGTR _____

Activity 14.2**Invite a military recruiter to speak to your class. Use sample questions provided below to acquire information.**

1. What is the length of time I would need to stay in the service?
2. What is the starting salary?
3. What and where is basic training?
4. How long is basic training?
5. What specific jobs do you have available at this time? What type of training will I get for these jobs?
6. How do you determine if I am qualified for a specific job?

7. How can I be assured I will get the job I request?
8. What civilian jobs will my military training be useful for?
9. Can I be married and be in the military?
10. What benefits (education and others) are available to me after I finish my service term?
11. What other options do I have if I decide to stay in the military as a career?
12. If I really cannot adjust, is it possible to leave?

Think of other questions you may have. Also ask your parents what questions they would like to add.

Lesson Plan

Step #4 Section C: Job Search

Overview

Finding the right job takes planning and preparation. It requires good organization, management of time and energy, a positive outlook, and good decision making.

Arizona Academic Standards

Language Arts

Objectives:

At the end of this lesson, students will be able to:

1. Access many sources to find job leads
2. Apply for a job successfully
3. Develop sample resume and cover letter
4. Prepare for and learn how to conduct themselves in an interview
5. Understand their rights and responsibilities as an employee

Teacher Instructions:

Teachers can use Section C to instruct students on employment seeking skills using the activities provided.

Arizona Career Information System (AzCIS) can also assist with job search information!

Discussion points include:

- How are the labor laws different for employees who are younger than 18 years old?
- What is networking and why is it important?
- What rights does an employee have?
- Importance of resumes, applications, and cover letters.

Student Activities

Using the *Arizona Career & Educational Guide* students will complete activities in Section C including:

Activity 15: Am I Eligible for Work? - page 49
(Time required: approximately 30 minutes)

Activity 16: How Do I Find A Job? - page 48
(Time required: approximately 45-60 minutes)

Activity 17: How Do I Fill Out A Job Application? - pages 50-51
(Time required: approximately 20 minutes)

Activity 18: Resumes & Cover Letters- pages 50-51
(Time required: approximately 60-90 minutes)

Activity 19: Job Interviews - pages 53
(Time required: approximately 45-75 minutes)

Answer Keys:**Activity 15.1:**

1. Work permits are not required for Arizonans. However students must be at least 14 years of age to work and there are restrictions on the type of work and the number of hours a student can perform between 14 and 18 years of age. See page 49 for the specific details.
2. Either the guidance office or the principal's office.
3. The employer, a school official, and the minor (student). A parent must sign if the minor is 15 years or younger.
4. Restricted activities include: operating or cleaning slicing machines, use of circular or band saws, dough mixing machines and other forming, punching or shearing machines.
5. Minimum wage is \$6.75 per hour; however an employer can pay you less, if you receive tips as part of your pay.
6. The Industrial Commission of Arizona State Labor Department. The Equal Employment Opportunity Commission (EEOC) of Arizona can provide information on discrimination.

Activity 16.1:

1. People you know, professional contacts, national associations, trade publications, former students, Department of Labor, and the Internet.
2. Open 24 hours, private, low cost or free service, reaches worldwide, fast results, and lots of people can view your resume instantly.
3. <http://www.ajb.org>
<http://www.bestjobsusa.com>
<http://www.jobbankusa.com>
<http://www.latpro.com>

Look at other job sites listed on page 54 of the *Arizona Career and Educational Guide*. Use internet version, since website links change frequently and are updated a couple of times per year.

***Located at www.ade.az.gov/cte/counselors**

Activity 17.1

Teachers/counselors review applications.

Activity 18.3: Resume Quiz

- | | |
|------|-------|
| 1. F | 9. F |
| 2. T | 10. F |
| 3. F | 11. F |
| 4. T | 12. F |
| 5. T | 13. F |
| 6. T | 14. F |
| 7. F | 15. F |
| 8. T | |

Activity 20.1**Across:**

2. salutation
4. heading
5. signature

Down:

1. inside address
3. body
6. closing

Activity 21.1

1. Social Security card, copy of resume, copy of personal references, samples of work, portfolio, black pen. Other items listed on page 53 of *Arizona Career & Educational Guide*.
2. Know the company, dress professionally, and practice interview questions.
3. What are the duties of the job you are interviewing for? What products or services does the company provide?
4. Offer a firm handshake, speak clearly and concisely, be positive and polite and have reasons why the employer should hire you.
5. What do you consider your greatest strengths and weaknesses? What interests you about this job? Why should I hire you.
6. What are the possibilities of advancement in this organization? What are you looking for in the person you hire for the position? When will a decision be made?
7. After an interview, you should send a thank you letter expressing appreciation to the interviewer for taking the time to see you.

Activity 22.2

1. Be dependable; provide good work and a positive attitude; be helpful; a team player; dress appropriately; don't waste time or resources; control your emotions; be a diplomat; and treat everyone with respect.
2. Self-answered.
3. Self-answered.
4. Self-answered.

Activity 15: Am I Eligible to Work?

Name: _____

Date: _____

Activity 15.1

Read Page 42 of the *Arizona Career and Educational Guide*. Answer the following questions.

1. Are you required to obtain or have a work permit before being employed?
2. What type of work is not allowed for teenagers under the age of 18?
3. What is the minimum hourly wage a person can be paid in Arizona?
4. Where can a person get more information and help with problems dealing with pay, working papers, meal breaks, or employment discrimination?

For more information on laws related to work, contact:

The Industrial Commission of Arizona
State Labor Department
PO Box 19070
Phoenix, AZ 85005
(602) 542-4515.

Activity 16: How Do I Find a Job?

Name: _____

Date: _____

Activity 16.1

Read “What’s on the Web” and “Jobs/Careers/LMI Web Sites” on pages 59-60. For the most current website information, use page 54 of the internet version located at www.ade.az.gov/cte/counselors. Answer the following questions:

1. List five sources of job leads.

2. What are the advantages of an electronic job search?

3. List three websites where you could find job leads.

Activity 16.2

Read and complete “My Personal Network” on page 48.

Activity 16.3

If you have access to the Internet, visit several websites listed on page 54.

**Activity 17: How Do I Fill Out
a Job Application?**

Name: _____

Date: _____

Activity 17.1

- Read the bottom of page 52.
- Complete an application.
- Exchange application with another student and peer edit his/her application.
- Correct any errors on your application when it is returned to you.

Activity 18: Resumes

Name: _____

Date: _____

Activity 18.1

Read page 50-52 in the *Arizona Career & Educational Guide* regarding resumes.

Activity 18.2

Read the following information on Resume Do's and Don'ts.

A resume is one of the most important tools in your job search. Its purpose is to entice the employer to know more about you and call you for an interview. It is usually the first impression you will make on that person. Make it a good one.

A good resume presents:

- who you are
- what kind of position you want
- your skills and accomplishments
- listing of education and training
- listing of previous work experience

GENERAL DO'S AND DON'TS**DO**

Be concise, accurate, positive
 List your most recent job first
 Stress skills, accomplishments
 Use action verbs
 Make resume attractive to read
 margins
 Have someone proofread before mailing

DON'T

Lie or exaggerate
 Include salary history
 Use pronouns, abbreviations
 Use excessive bold & italics
 Use small type or overcrowd
 Include references

TIPS:

- References are usually left off resumes unless you are instructed to include them for a job fair.
- Have references available on an additional typed sheet of paper for the interview-at least three people, not relatives, who have recognized your skills, accomplishments, or personal qualities.
- "References furnished upon request" is no longer necessary on the bottom of resumes. It may be eliminated, especially if space is needed for pertinent information.
- There are different resume formats. Not one resume format or style is appropriate for all job seekers. Select the style and format that best markets and sells your skills and qualifications to the most employers.
- Always include a cover letter with a resume.

Find additional information and electronic resumes on AzCIS.

Activity 18.3**Complete the following Resume Quiz:**

- T F 1. The number one rule for writing a good resume is: More is Better.
- T F 2. The best resume has a lot of “white space” to make it easier to read.
- T F 3. Regardless of your age, the work history component of your resume should list all jobs going back to high school.
- T F 4. A career objective at the beginning of your resume is optional.
- T F 5. Your resume should not be longer than two pages.
- T F 6. A good resume is flexible enough to cover various job options within your professional field of interest.
- T F 7. A good resume paints a clear picture of you, including your height, weight, race, age, gender, marital status, and number of children.
- T F 8. Employers like to see that you are interested in things other than just your job, so include volunteer work, continued education, and association involvements.
- T F 9. All resumes should contain the complete names, addresses, and telephone numbers of your references.
- T F 10. To help your resume stand out from the many an employer may receive, you should make it as unusual as possible by using a bright color paper or including a picture of yourself.
- T F 11. It is a good idea to ask your close friends to read your resume and help you improve it.
- T F 12. If you send your resume to an employer in response to a newspaper ad, you don't need to send a cover letter with it.
- T F 13. It may take a lot of hard work, but it's possible to write a resume good enough to secure you the job you want.

Activity 18.4

Develop a rough draft of a personal resume. Remember to emphasize your skills and to include your work experience and school activities. If available, type final draft on a computer.

AzCIS provides various types of resumes, under the Job Search component. Students can then save their resume on the electronic portfolio.

Activity 19: Cover Letters

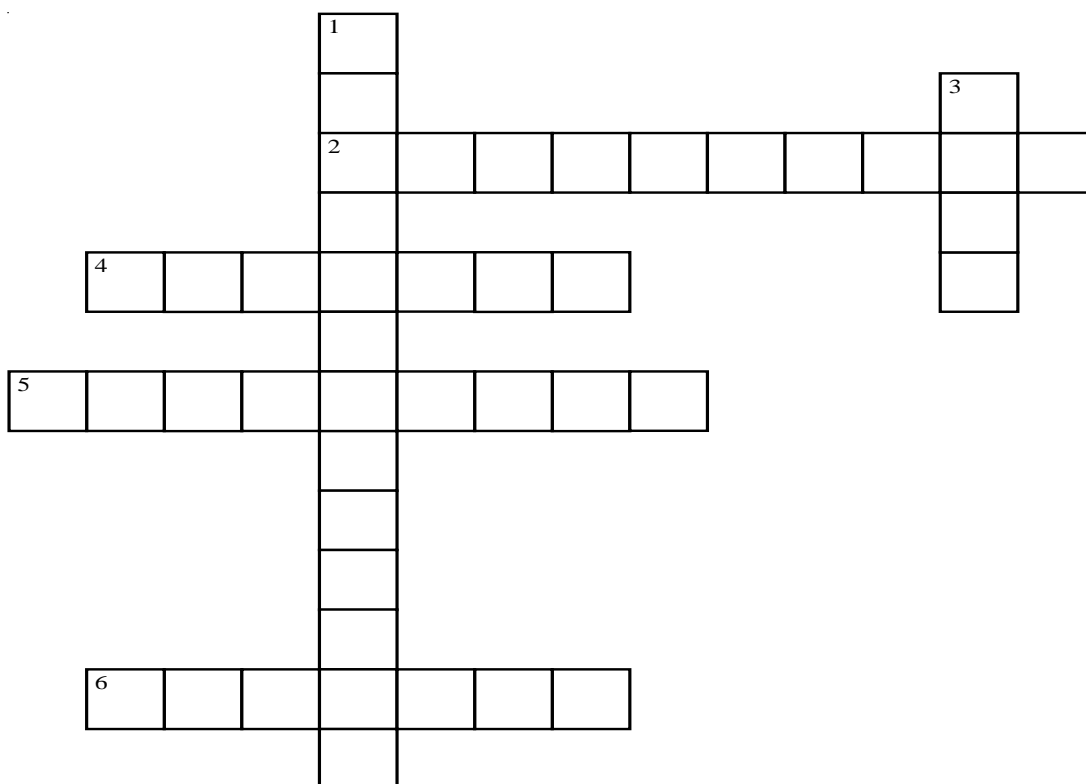
Name: _____

Date: _____

Activity 19.1

Read about cover letters on pages 50-52 of the Arizona Career & Educational Guide.

Complete cover letter crossword puzzle using related vocabulary.



Across:

- 2. greeting
- 4. return address & date belong in this section
- 5. cursive name of individual
- 6. cordial ending

Down:

- 1. name and title of person to whom the letter is going.
- 3. paragraph of information

Activity 19.2

Respond to a classified ad which requires your individual skills and experience. Below is an example for you to follow.

	<p>100 N. 55th Street Phoenix, AZ 85000</p> <p>Mr. Tom Jones Human Resources Manager Blake Industries 10 N. Central Avenue Phoenix, Arizona 85000</p> <p>Dear Mr. Jones:</p> <p>This is my reply to your advertisement which appeared in the Arizona Republic on August 9, 2005 for a clerical assistant. I am graduating from Peoria High School in June and am available for full-time employment at that time.</p> <p>As the following comparison shows, my experience meets the requirements stated in the advertisement.</p> <table border="0"> <tr> <td><u>Your Requirements</u></td> <td><u>My Qualifications</u></td> </tr> <tr> <td>Knowledge of word processing</td> <td>Competent in WordPerfect, PFS WriteFile; 3.0 GPA in business courses</td> </tr> <tr> <td>Ability to work with others</td> <td>Officer in Future Business Leaders of America</td> </tr> <tr> <td>Previous related experience</td> <td>Summer employment and co-op experience at Daly Financial Services</td> </tr> </table> <p>I would like to discuss this and my enclosed resume at your earliest convenience. In a few days, I will call you to arrange a suitable time. Thank you for your time and consideration.</p> <p>Sincerely,</p> <p>Jane Reynolds</p> <p>Enclosure</p>	<u>Your Requirements</u>	<u>My Qualifications</u>	Knowledge of word processing	Competent in WordPerfect, PFS WriteFile; 3.0 GPA in business courses	Ability to work with others	Officer in Future Business Leaders of America	Previous related experience	Summer employment and co-op experience at Daly Financial Services
<u>Your Requirements</u>	<u>My Qualifications</u>								
Knowledge of word processing	Competent in WordPerfect, PFS WriteFile; 3.0 GPA in business courses								
Ability to work with others	Officer in Future Business Leaders of America								
Previous related experience	Summer employment and co-op experience at Daly Financial Services								
Introduction ——>									
Qualifications ——>									
Ask for Interview ----->									

Activity 20: Job Interviews

Name: _____

Date _____

Activity 20.1

Read page 53.

Read the following information on interview behavior.

INTERVIEW DO'S AND DON'TS**THE DO'S**

- DO dress conservatively.
- DO check parking areas and where you are going ahead of time.
- DO arrive ahead of time.
- DO introduce yourself to receptionist, tell why you are here.
- DO take resumes with you.
- DO fill out application neatly.
- DO have a firm handshake.
- DO be yourself.
- DO use good grammar.
- DO show interest.
- DO keep a pleasant expression on your face.
- DO answer questions fully, not just yes or no.
- DO have at least one question to ask (about working environment, hours, dress code, kinds of products, and when you should expect to hear a decision.)
- DO say that you'd like the job, if it's a job you want
- DO thank interviewer for his/her time.
- DO send follow up thank you letter within two days. If you don't hear by the time indicated, call back and ask the status of the position.

THE DON'TS

- DON'T arrive late.
- DON'T chew gum.
- DON'T smoke cigarettes.
- DON'T mumble your answer.
- DON'T look around the office.
- DON'T fidget while you're sitting.
- DON'T slouch.
- DON'T put arms or elbows on the desk.
- DON'T curse.
- DON'T ask what the pay is unless you are being offered the job.
- DON'T wear perfume or too much makeup.
- DON'T wear flamboyant hairdos or clothes.
- DON'T ramble when asked a question. Make sure your answer is succinct and provides important details.
- DON'T talk badly about past employers.
- DON'T be a "Know it All," employers want to hire someone that can do the job, but generally will not hire someone who has a "Better than thou" attitude.

**More interview information provided on AzCIS, under the Job Search component.*

Activity 20.1

1. List three things that you should bring to a job interview.
2. List two ways that you should prepare yourself before the job.
3. Name two things that you should know about a company before you are interviewed for a job.
4. List four rules to follow in order to have a good interview.
5. List three questions that you might be asked during an interview.
6. List three questions that you should ask during the interview.
7. What steps should a person take after being interviewed for a job?

Activity 20.2

Conduct a mock interview with a classmate using the questions on page 53.

Activity 21

Often your chances of employment can be increased by making another contact with the employer. This can be done by a telephone call or a thank-you letter. The thank-you letter is often the most common follow-up method.

FOLLOW-UP LETTER

- A thank-you letter may be typed or neatly handwritten on personal stationary.
- The letter should be written soon after the company or job fair interview. The next day is best!
- The letter should state your continued interest in the job and your appreciation of the time spent with you during the interview.

After Company Interview

411 E, Indian School Road
Phoenix, AZ 85000
August 5, 2005

Mr. Mark J. Raynard
Johnson Electronics, Inc.
123 S. 7th Street
Phoenix, AZ 85008

Dear Mr. Raynard:

Thank you for considering me for the position of electronics technician with your company. I am very impressed with your company and the enthusiasm that your employees have about their jobs.

If you need additional information, please contact me. Thank you again for your time and interest in me. I look forward to hearing from you.

Sincerely,

Helena Harker

After Job Fair Interview

1234 Thomas Road
Glendale, AZ 85000
August 5, 2005

Ms. Betty Springs
Arizona Insurance Alliance
33 E. Palm Lane
Phoenix, AZ 85001

Dear Ms. Springs:

Thank you for participating in our job fair, Workforce 2000, this week. I was pleased to be able to interview with you and learn more about the opportunities in the banking industry.

As you have requested, I will call you next week to set an appointment for another interview. If you need any further information before then, I can be reached at 555-2415.

Thank you once again. I look forward to talking with you further.

Sincerely,

Carol Petersen

Activity 21: Keeping Your Job

Name: _____

Date: _____

Activity 21.1

Complete the Keeping a Job word search puzzle below.

Keeping A Job

T S L N Q Y L I M Z A Z R T R N Q I O M
 N E V A Q I Q R B T R X E K E R H Z Q Z
 O A A L N G D O A L F L S M L U U J S L
 C A J M A O Z J W Y U E P H B V G U R Q
 G U Z F P U I O X F S Y E W I U Y E C D
 D P Y H S L T S E Z Q W C M S N K B T K
 K N B M B A A C S R Y H T C N R M N Y E
 G J Z P T X R Y N E K I F W O C T U C T
 U X N L F U L O E U F G U W P Z Q N A D
 R T A M O L P I D R P O L Y S T F T B C
 U S Y S P D Q N A P F N R F E S T L D A
 Z D E P E N D A B L E S M P R I H U R J
 L R V T G T Z K L Z G X A G T P T F I H
 E H A M A P T N O M W W M U X L Z P X L
 M H X D O R X R M K T R D H S S F L Q I
 C P F U Q P M C N U V E U M W S B E H U
 E G G Q R N D D D V K Y B D M V E H W O
 M D M F Y P T W F L N X A G O O Y E B O
 R W P M R T I A Z Q Q O F I N I B U T G
 Q G B N N W O D S M K V Z M V H O H I K

ATTITUDE
HELPFUL
RESOURCEFUL
TEAMPLAYER

DEPENDABLE
PROFESSIONAL
RESPECTFUL
WORKER

DIPLOMAT
PUNCTUAL
RESPONSIBLE

Arizona Academic Standards Addressed in the Guide

Language Arts Standard 1: Reading

Strand 3: Comprehending Informational Text; Concepts 1 & 2

Language Arts Standard 2: Writing

Strand 3, Concept 3: Functional

Write formal communications, such as resume, manuals and letters of application in appropriate format, for a definite audience and with a clear purpose.

Language Arts Standard 3: Listening and Speaking

LS-E3: Interpret and respond to questions and evaluate responses both as interviewer and interviewee.

LS-P4: Conduct an interview, taking appropriate notes and summarizing the information learned.

Language Arts Standard 4: Viewing and Presenting

Students use a variety of visual media and resources to gather, evaluate and synthesize information and communicate with others.

VP-F4: Interpret visual clues in graphs, table and charts that enhance the comprehension of text.

Social Studies Standard 4: Economics

Students develop economic reasoning skills to apply basic economic concepts, assess problems, make choices, and evaluate the choices of others as consumers, workers, and citizens participating in local, national and global economies.

Mathematics Standard:

Strand 1: Number Sense and Operations

Strand 5: Structure and Logic

Work Place Skills Standards 1, 3, 4 & 5:

Standard 1: Students use principles of effective oral, written and listening communication skills to make decisions and solve workplace problems.

1 WP-P1, 1WP-P2, 1 WP-P3, 1WP-P8, & 1WP-P9

Standard 3: Students apply critical and creative thinking skills to make decisions and solve workplace problems

3 WP-E1 & 3WP-E2

Standard 4: Students work individually and collaboratively within team settings to accomplish objectives.

4 WP-E2

Standard 5: Students demonstrate a set of marketable skills which enhance career options.

5 WP-E1, 5WP-E2, 5WPE3, 5WP-E4, 5WP-E5, 5WP-P1, 5WP-P2, & 5 WP-P4