33.6 Employment Portfolio



<u>Objectives</u>: By the end of this portfolio, you should be able to:

- 1. Identify local employment opportunities and the skills, training, and education required for them
- 2. Access employment and training information by using community resources such as the library, school catalogs, yellow pages, and/or the Internet
- 3. Analyze and evaluate descriptions of job duties, wages, and benefits
- 4. Complete a job application
- 5. Create a resume
- 6. Read job ads and announcements for specific information
- 7. Identify job titles, responsibilities, and places of work
- 8. Identify different jobs, job duties, and wages associated with jobs
- 9. Name employment possibilities in the community
- 10. Identify Personal strengths, weaknesses, skills, and past work experience

Tasks: You will demonstrate these skills by:

- 1. Researching job opportunities
- 2. Completing a job application
- 3. Preparing a resume
- 4. Selecting a work sample
- 5. Reflecting on learning

<u>Materials needed</u>:

1. Want ads from newspaper, Internet, etc.

Notes Page	

Task # 1 – Research Job Opportunities

Instructions:

<u>Part 1</u>: Using resources such as the newspaper and Internet, find six job listings related to your field of interest. (You may cut, print out, or copy the job listing.)

Field	of interest:
	Company: Contact: Job description:
	Additional information:
	Company:Contact:Job description:
	Additional information:
	Company: Contact: Job description:
	Additional information:
	Company: Contact: Job description:
	Additional information:

5.	Company:
	Contact:
	Job description:
	Additional information:
C	Campany
о.	Company:
	Contact: Job description:
	Job description.
	Additional information:
	$\underline{2}$: Pick one of your job listings and write four questions
o as	sk the employer about the job.
1.	
2.	
2.	
2.	
 3. 	
3.	
3.	

Task # 2 - Fill Out a Job Application

<u>Instructions</u>: Fill out an authentic job application or the sample below.

PERSONAL INFORM	ATION:					
Last Name		First Name				Middle Initial
0						
Street Address		I		()	_	
City	State Zip Cod	de		Phone Number		
f you are under age 1 Have you been convic f yes, please explain:	k in the United States? Y 8, do you have an employ ted of or pleaded no conte	ment/age certifica est to a felony with			s□ No	o 🗆
POSITION/AVAILABI Position Applied For	LIIY:					
What date are you ava	ailable to start work?	_				
EDUCATION: Name and Address O	f School		Dear	ee/Diploma		Graduation Date
			- 3	1		
EMPLOYMENT HIST		Color		Datas ampleyed	Do	ocen for leaving
Employer	Position	Salary \$	<u>/</u>	Dates employed From: To:	Re	ason for leaving
		ф.	1	From: To:		
		\$	1	From: To:		
		\$	/	From: To:		
Лау We Contact Your	Present Employer? Yes I	□ No □				
1ay We Contact Your	Present Employer? Yes I	□ No □				
certify that informatio	Present Employer? Yes In contained in this applica me or for immediate terminal information listed above.	ition is true and co	mplet ent a	te. I understand that fat t any point in the futur	alse infoi e if I am	rmation may be hired. I authorize

Page 5 of 10

Notes Page
······································

Task # 3 - Create a Resume

<u>Instructions</u>: Create a chronological (in date order) resume. Include the following information:

- ✓ Personal information, including:
 - Name
 - Address
 - Phone number
 - o E-Mail
- ✓ Job goal
 - o Answer: What is it I want to do?
 - Be specific
- ✓ Personal Skills
 - o Answer: What is it I can do?
 - Be specific
- ✓ Work Experience
 - o Answer: What is it I have done?
 - Be general in this section; more specific descriptions are listed with the jobs themselves
- ✓ Past Employers
 - o Put the most recent job first
 - Include last supervisor's name and phone, along with the company name, address and phone number
 - Include dates of employment
- √ Job Descriptions
 - Answer: What have I done in the jobs I have had?
- ✓ References
 - o Include business and personal references
 - Be sure to contact your references first and get their permission

Complete your resume as fully and as accurately as possible. Be sure to pay attention to the legibility, neatness, grammar and spelling, as well as the resume format.

Notes Page	:
Notes Page	
	Notes Page
	,,,,,,,
	ii
-	

Task # 4 - Work Sample

<i>Instructions</i> : Select a sample of your work and explain wh you chose that piece.						
Piece	selected:					
I cho	se this piece because:					
Task	# 5 - Learner Reflection					
	uctions: List three things you have learned about ing for a job.					
1.						
2.						
3.						

:	
Notes Page	
ii	