



ACTIVITY 'S NAME: How to apply for a job

Type of activity: intrapersonal..... / interpersonal

Number of participants: 6-7

Participants' academic profile(s):

Participants' average age:

Duration: 50 minutes

Necessary materials:

Handout – Steps in applying to a job for each participant

Handout – My resume for each participant for each participant

Preferable: computer, acces to the internet

Aim or Purpose

To help participants to understand how to apply for a job

Expected Outcomes

- Identify the steps for an effective application for a job
- To identify different ways to find employment opportunities
- To describe how to apply for a job.

Competencies that will be developed:

- to access job sites on the web, use job search engines
- to complete their resume

Skills that will be developed:

- communication
- organizational
- research skills
- digital skill

Key terms / special vocabulary about / during the activity:

- Employment- The condition of having paid work in a profession either full or parttime.
- Job Interview- A meeting between the employer and potential employee in which the employer asks questions to see if the potential employee can be hired for the position.

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- Resume- A brief account of one's professional or work experience and qualifications, often submitted with an employment application.

Preparation (what needs to be prepared beforehand to make the activity's implementation successful):

- Connection to internet, online access
- Identify online resources for research occupations (necessary for step 1- Steps in applying to a job), employment websites (for step 2- Steps in applying to a job),

Activity's step-by-step description:

- Ask participants "What are the reasons for a job search?" (career change, laid off, returning to work, first-time worker), and "How did you (or someone you know) get a job in the past?"
- Steps in applying to a job

STEP 1 - WHAT DO YOU SEARCH?

Before to apply for a job it is good to know what job you want. The first question to think about is "What do you like to do?" People who work in the same kind of jobs often like to do the same things. For example, workers in some jobs like to help other people. Do you like to help people? These jobs might interest you. Another question to think about is "Where would you like to work?" If you know what job do you want, please write/draw it the section 1 (WHAT JOBS DO I WANT?) from the Handout – Steps in applying to a job .

STEP 2- WHERE DO YOU SEARCH FOR A JOB?

There are several ways to find a job. The best method varies from person-to-person by level of experience and career field, but for everyone networking is regarded as the most productive job search activity, leading ultimately to 50-70% of all jobs

2.1.Start with your network. Networking means making connections with other people. Everyone already has a network:

- Family
- Friends
- Current and former co-workers
- Church and social organizations
- Recreational groups
- Former teachers and classmates

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You would start making contact with the people in your network. Let them know that you're looking for a job. Be specific about what kind of work you're looking for and ask them if they have any information or know anyone in a relevant field. Don't assume that certain people won't be able to help. You may be surprised by who they know.

Please write the name of people /draw the people from your network you think can help you in finding a job the section 1 (WHAT JOBS DO I WANT?) from the Handout – Steps in applying to a job .

2.2. Employment agencies /Recruiters

Employment agencies /Recruiters have access to unpublished jobs and may represent the only source of candidates for particular jobs. They can be helpful in editing your resume for a particular opportunity, preparing you for interviews, debriefing with you after interviews, and negotiating compensation.

2.3. Online search /profiles

Most organizations post available jobs online. Visit employment websites like Ejobs LinkedIn, to find job listings. Type in keywords for the type of job you want to see what's available. Additionally, check if companies in your industry have job openings listed on their website. **Research the company before you apply.** Do an online search to find the company's website, social media pages, and any news articles that are out there. Read about their company mission, current projects, and available positions.

Remember participants that the internet can expand their network all over the world through social media as Facebook, LinkedIn. Ask participants to be careful what they put online! Employers check sites like Facebook. Don't put anything embarrassing on your profile.

STEP 3 – PREPARING THE DOCUMENTS

Write a resume that highlights your education, skills, and experience. After you write your resume, get someone you trust to proofread it to make sure you don't have any errors and you didn't leave anything out. Ask participants to complete HANDOUT- MY RESUME

Write a cover letter if one is requested. A cover letter is your chance to tell the employer exactly why you want the job and why they should hire you over the other candidates. Use an enthusiastic tone in your cover letter to convey your excitement for the job. Additionally, tailor your cover letter to the person who is interviewing candidates if possible so they know you pay attention to details. You might include the following in your letter:

- Why you're interested in the position.
- How you'll be an asset to the company or organization.
- Why you're the best person for the job.
- What you hope to learn from the job.

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Ask participants to complete the step 3 in the Handout – Steps in applying to a job - with the name of the documents needed for their application.

STEP 4. SUBMIT YOUR APPLICATION in person or through the mail. Some employer websites may require you to manually enter information that can be found on your resume — we know, it's painful — but sometimes, you just have to do it.

Finally, many job descriptions will give the email of the recruiter, and ask for you to send your resume and cover letter over to apply. Put some thought into that email! Don't just say "this is my resume and cover letter, here". Thank the recruiter for the opportunity to apply for the job, and even squeeze in a bit more information about who you are and why you're interested in the position. Submit your application through the website if you're using one. Make sure everything is perfect before you send in your application.

Ask participants to complete with information the step 4 in the Handout – Steps in applying to a job

Recommendations (How to use the tool/resource)

- If the participants do not know what jobs they want, you can use an imagination exercise using the name of their dream job in section 1 of the handout **Handout – Steps in applying to a job** .
- It is indicate facilitator to present different sources of job advertisements and new ways of application like application per mail, video, click once application or online application briefly

Evaluation:

The facilitator could ask a few follow-up questions in order to assess the activity's results:

- What did you learn during the activity?
- Have you discovered anything new?

Final observations and methodological recommendations towards the activity's implementation (do's and don'ts):

Give participants time to explore their want and dream job through research online or library using the name of their job as a search term. Encourage them to find out about the education they may need to do their dream job, where they might work

Explain that it is an important and lifelong skill to be able to determine, what we are able to do for a job or career along with using the appropriate methods of seeking out and obtaining a job or career.





HANGOUT – STEPS IN APPLICATION FOR A JOB



1. WHAT JOBS DO I WANT?

2. WHERE DO I SEARCH FOR THE JOB?

3. WHAT DOCUMENTS I NEED?

4. HOW TO SUBMIT MY APPLICATION?



HANDOUT- MY RESUME

<p>PERSONAL INFORMATION</p> <p>Name and surname.....</p> <p>Telephone number:</p> <p>Email adress:</p> <p>Address.....</p>	<p>Create a professional email address. i.e. <u>yourname@gmail.com</u>.</p> <p>You don't need to include your full address but do add your city</p>
<p>WORK EXPERIENCE</p> <p>1. Start& end dates/ Your job title/ Job location/ Company</p> <p>.....</p> <p>Responsibilities</p> <p>.....</p> <p>.....</p> <p>2. Start& end dates/ Your job title/ Job location/ Company</p> <p>.....</p> <p>Responsibilities</p> <p>.....</p> <p>.....</p>	<p>Detail not only your job responsibilities but also your competence in prior roles</p>
<p>EDUCATION AND TRAINING</p> <p>Years Attended/Name of Education Institution/ Location/Degree</p> <p>.....</p> <p>Scholarship, coursework and other achievements</p> <p>.....</p> <p>Project implemented by: Year Attended/ Name of Training organisation/name of the</p>	<p>If you've recently graduated college, your education section goes above your work experience and includes more detail.</p> <p>Skills developed in school are real skills that have value in the professional world. Anything that exemplifies your passions and relates to the job is worth considering.</p> <p>You can add scholarships, coursework and other achievements. If you do include coursework, use the titles of each course as a description instead of</p>





<p>training course / qualification awarded/ list of principal subjects covered or skills acquired</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>the course numbers.</p>
<p>PERSONAL SKILLS</p> <p>Language skills</p> <p>Communication skills.....</p> <p>Computer skills.....</p> <p>Other skills.....</p>	<p>Specify in what context the communication skills were acquired. Example: good communication skills gained through my experience as sales agent</p> <p>Add your computer skills. Specify in what context they were acquired. Example: good command of Microsoft Office™ tools</p> <p>Add other relevant skills not already mentioned, for example: tailoring</p>
<p>ADDITIONAL INFORMATION</p> <p>Conferences</p> <p>Seminars</p> <p>Honours and awards</p> <p>Memberships</p> <p>References</p>	<p>Anything relevant that doesn't fit in other sections of your resume can go in the additional information section.</p>

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