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STUDENT HANDOUTS

READING COMPREHENSION

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• <i>Thriving on the Job</i>	
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Volunteering

1. Shota loves animals. Where are some places he could volunteer?

2. Taylor has been told volunteering will give her experience for her resume. She thinks it's a waste of time. Is she right?



3. Finish each sentence with a word from the list.

volunteer mission statement	organization goal	non-profit outreach
--------------------------------	----------------------	------------------------

- a) She is very good at client _____.
- b) The charity is a _____.
- c) He was excited to _____ at the animal shelter.
- d) An _____ must believe in their cause.
- e) The school was able to meet their fundraising _____.
- f) The _____ is the belief of the charity.



Volunteering

There are many reasons why you should volunteer. Volunteering can give you great skills for future jobs. You will meet new people. You can help make a difference. What do you care about? How will you change the world? Most causes have ways you can volunteer.

Are you missing work experience? You can put volunteer work on a resume. Most places will love for you to help. Think about what kind of job you want. Decide how much time you want to spend there. It's helpful to commit to the same time every week. Be reliable!

Planning Tip

How to find a place to volunteer.

- Posted volunteer ads online.
- Job boards.
- A guidance counselor.
- Posters on bulletin boards.

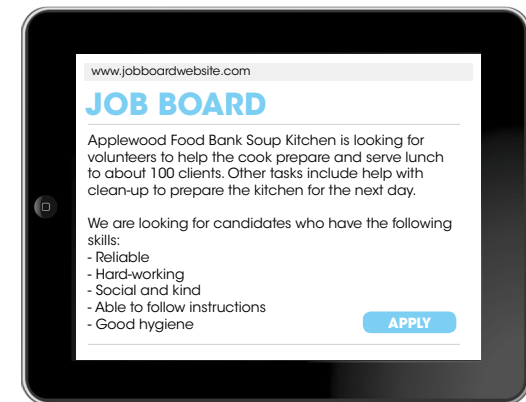
If you know where you want to help, just go ask! It is a good idea to send a letter about why you want to volunteer there. A phone call asking for open spots is a good idea. Find out what their mission statement is. Do you agree with it? If yes, then call! Most places want as much help as possible!

Volunteer Tip

Do you want to be a teacher? You can volunteer with camps for kids or mentor programs. Do you like animals? A shelter may be a good choice. Other places may be a soup kitchen, clothing drive, or senior's home.

You are going to do a lot of good things. What are you good at? Are there certain things you can help with? Do you like social media? Maybe you can have online outreach. Are you good at sports? A sports camp would love to have you! Are you organized? You may make a good event planner. Even something as simple as washing dishes will be appreciated. Anyone can help!

Read the following volunteer ad. What skills will be earned? What type of job will the experience earned help with?



Volunteering

1. Answer the questions with either TRUE or FALSE.

- a) You must do everything you're asked because you work for free.
TRUE FALSE
- b) Charities have a lot of money to spend.
TRUE FALSE
- c) You can help no matter what skills you have.
TRUE FALSE
- d) Volunteering is a great way to get work experience.
TRUE FALSE
- e) Charities never want new people to help.
TRUE FALSE
- f) Volunteers must be safe on the job.
TRUE FALSE

2. Read the sentences below. Are they a good idea? Answer with either Yes or No.

- a) Being late for your volunteer shift.
YES NO
- b) Telling your friends private information about the job.
YES NO
- c) Asking your friends to join you.
YES NO
- d) Asking to be paid for your time.
YES NO
- e) Calling a charity to see if they need help.
YES NO
- f) Complaining about the job you're given to do if you don't like it.
YES NO



Volunteering



3. Hailey is volunteering at a doctor's office. She was asked to work with a patient who made her uncomfortable. What can she do?

Graphic Organizer

4. Use the graphic organizer on page 12 to match skills with charities.

What are you good at? How can you best help others? These are all things to think about before you volunteer. Is there a place you've always wanted to learn more about? Did a friend tell you about a great experience they had? It can be hard to decide where you want to donate your time. A good way to organize your thoughts is with a diagram.

When you have a visual organizer, your choice will be clear. In the tree diagram, you will think about your choices. What are you passionate about? These will be at the top level. Examples may be animals, playing music, or sports. From each of these, draw a line. Think of some charities around you. Where can you use that skill? Who helps that group of people? Who else loves animals? You will write those underneath your skills. You should have lots of ideas of where to help when you're done. Get out there! Have fun!

Will You Hire Me?

It can be hard to find a job. You need a great resume. You must convince others why you are a good choice. Knowing what you're good at can be hard. It can be easier to find good things in others. This is true with someone you really like! Who do you admire?

Your task is to think of a fictional character. They can be from a movie. You can pick someone from a book. You can pick any character you like. They can even be an animal! Winnie the Pooh would be a great bee keeper! You will make a resume for them. Help them make some money!

Here are some things to think about:

- Where do they live?
- What are they good at?
- What kind of job would they like?
- What skills do they have?
- Where might they have worked before?



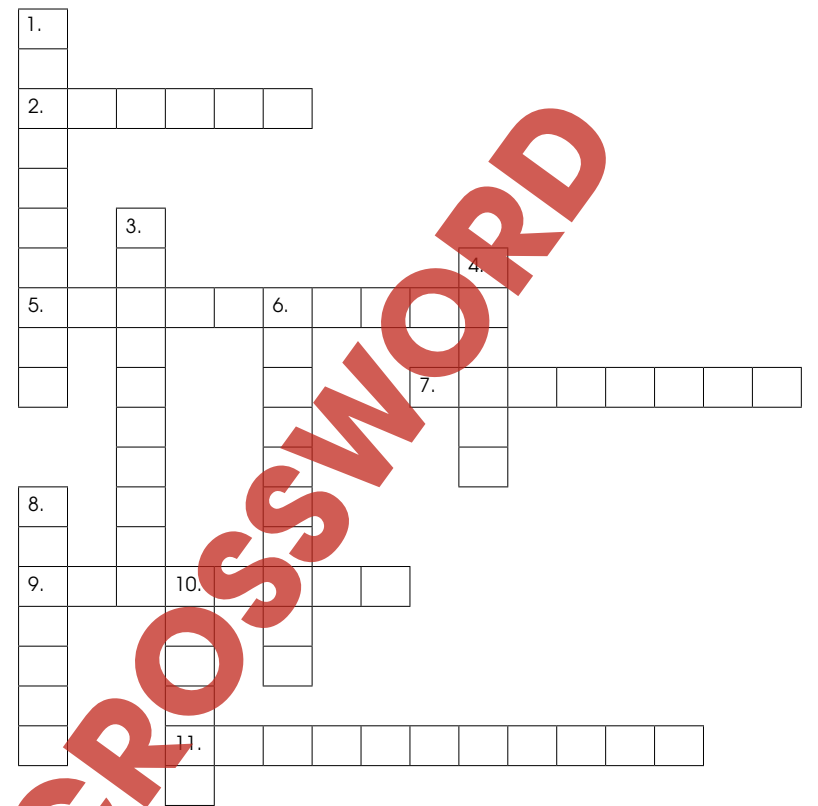
Use a resume template you know well. Feel free to make up information you don't know for sure. Use the right spelling. Keep a proper format and style. If you want to add to your work, make a cover letter. You can write it from the point of view of the character. Use your imagination!

<p>GENEVIEVE DUMAY 123 Main Street 123-456-7890 genevieve@email.com</p> <p>July 27</p> <p>Allan Eichhorn Midtown Electronics</p> <p>I am writing in regards to your retail salesperson position at Midtown Electronics. Please accept my enclosed resume along with this letter.</p> <p>I believe my qualifications and previous work experience are a perfect fit for this position.</p> <p>I am available for an interview at your convenience.</p> <p>Sincerely, <i>Genevieve Dumay</i> Genevieve Dumay</p>	<p>GENEVIEVE DUMAY 123 Main Street 123-456-7890 genevieve@email.com</p> <p>Objective To seek the retail salesperson position at Midtown Electronics.</p> <p>Work Experience The Book Loft Jan. - Sept. 123 Clean Oct. - present</p> <p>Qualifications • 3 years of customer service experience • Good communication and listening skills • Organizational skills</p> <p>Education • Wilton High School</p>
---	---

Crossword Puzzle!

Word List

appearance
cover letter
enthusiasm
ethics
experience
greeting
outreach
reputation
resume
traits
upgrade



Across

2. Your personality _____ can help you on the job.
5. Keep a clean _____ at work.
7. The charity had a great _____ program.
9. Use a pleasant _____ in an interview.
11. A _____ is put before a resume.

Down

1. Your _____ will spread.
3. Work _____ is put on a resume.
4. Always have an updated _____.
6. Build a good _____ by working hard.
8. A course is a smart way to _____.
10. Your _____ are how you live your life.

Comprehension Quiz

Part A

1. Choose the correct answer.

a) What is the most important thing to have when looking for a job?

- A A good handshake.
- B A resume.
- C A cover letter.
- D Volunteer experience.

b) What is the purpose of a cover letter?

- A To brag.
- B To introduce yourself.
- C To sell a product.
- D Get sponsors for your charity.

Part B

2. Answer the questions with either TRUE or FALSE.

- | | | |
|---|------|-------|
| a) Always dress your best for an interview. | TRUE | FALSE |
| b) You can be a bit late for an interview. | TRUE | FALSE |
| c) You should argue at work. | TRUE | FALSE |
| d) Keep your personal life private at work. | TRUE | FALSE |
| e) Be respectful of all your co-workers. | TRUE | FALSE |

Resume

VIENNA HURST

123 MAIN STREET
123-456-7890
VIENNA@EMAIL.COM

OBJECTIVE

To seek the line cook position at Hometown Diner.

OVERVIEW

Food service worker with fast food, retail and customer service experience. Organized and hardworking with training in food safety and handling.

EDUCATION

Florida State High School
Graduated with honors
Food Service Worker 2 year course
The Culinary Institute
Food Safety & Handling Course
February

WORK EXPERIENCE

Belaire Burgers Jan. - Aug.
Miles Pizza Palace Sept. - June

SKILLS

- Proficient cook
- Customer service
- Detailed and organized
- Hardworking and reliable
- Communication and people skills
- Comfortable standing for long periods of time
- Friendly and outgoing
- Neat, clean and professional appearance

VOLUNTEER EXPERIENCE

Florida Soup Kitchen March - May



Volunteering

1. Answer the questions with either TRUE or FALSE.

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YES NO

d) Asking to be paid for your time.

YES NO

e) Calling a charity to see if they need help.

YES NO

f) Complaining about the job you're given to do if you don't like it.

YES NO

1.

a) FALSE

b) FALSE

c) TRUE

d) TRUE

e) FALSE

f) TRUE

2.

a) NO

b) NO

c) YES

d) NO

e) YES

f) NO

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EASY MARKING ANSWER KEY





Volunteering

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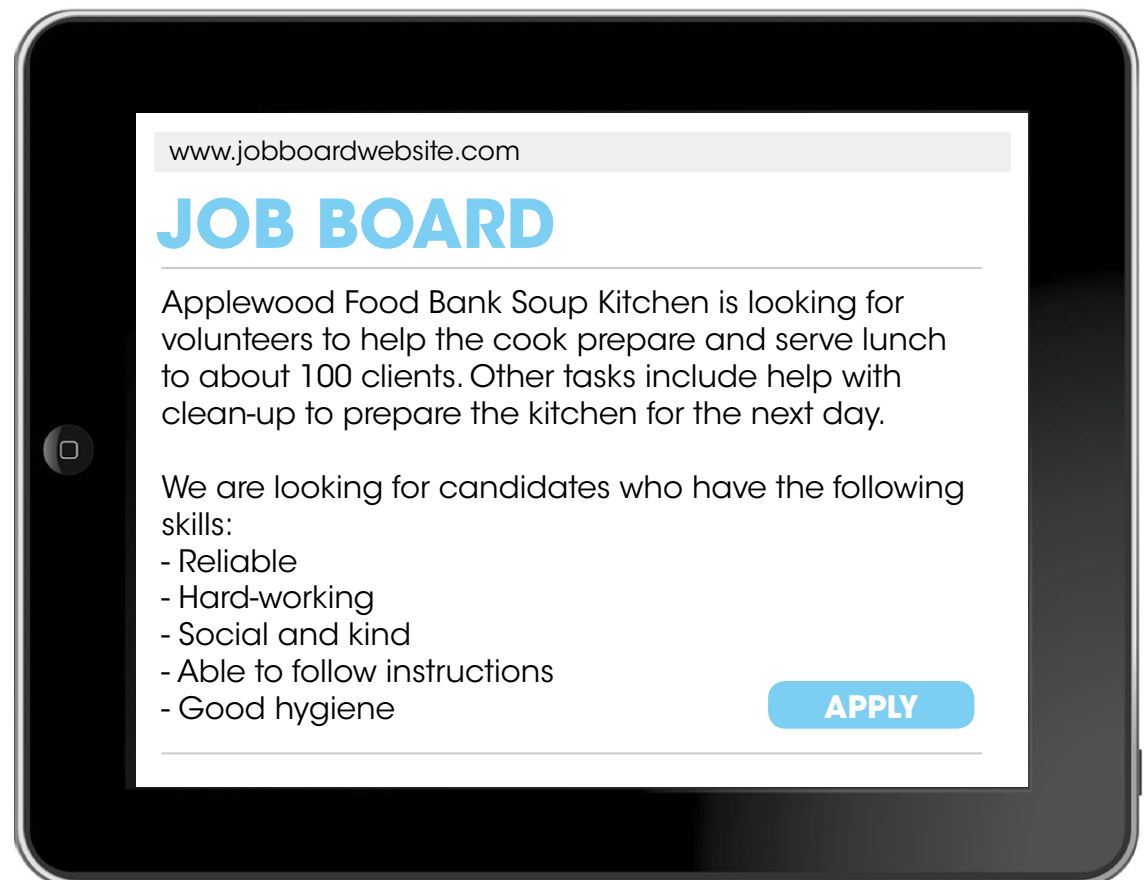
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123 Main Street
123-456-7890
genevieve@email.com

July 27

Allan Eichhorn
Midtown Electronics

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I believe my qualifications and previous work experience are a perfect fit for this position.

I am available for an interview at your convenience.

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123-456-7890
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- Good communication and listening skills
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