

# Contents

## Accessible Audio Book

- **Vocabulary..... 3**
- **Preparing a Resume..... 7**
- **Job Interview Basics..... 24**
- **Thriving on the Job ..... 44**
- **Communicating with Peers & Supervisors..... 61**
- **Volunteering..... 78**
- **Employee Rights..... 97**
- **Hands-on Activities..... 114**
- **Crossword..... 122**
- **Word Search..... 125**
- **Comprehension Quiz..... 127**



### Vocabulary

Click each word for it's definition.

discrimination      enthusiasm      ethics

experience      **Being excited; happy.**      eeting

impression      mission statement      non-profit



You may have had a problem at a past job. You don't want to draw focus to this. You must be careful when writing the resume. It may not be smart to include a job you were fired from. In this case, you will choose a different format. Perhaps your resume will put past jobs in a list. The focus will be on your volunteer work. It could also show new courses you have finished. Use the layout to help look your best! Happy job hunting!

Click on the blue box to learn what all resumes have.

There are many ways to write a resume. Every employer is different. Some people will pick a style based on their details.

All resumes have:

- Name
- Address
- Contact information.
- Education
- Skills you have for the job.
- Past work/volunteer experience.

Reset Answers



Yui thinks shaking hands is old fashioned. Her mother says she should shake hands at an interview.

Who is right?

- Yui       Yui's Mother

Why? Type your answer in the box below.

Answer

Reset Answers



Click on the answer that is most correct.

a) What is a great way to show interest in your job?

- A Ask about upgrading your skills.
- B Taking a quick lunch.
- C Being friends with your co-workers.

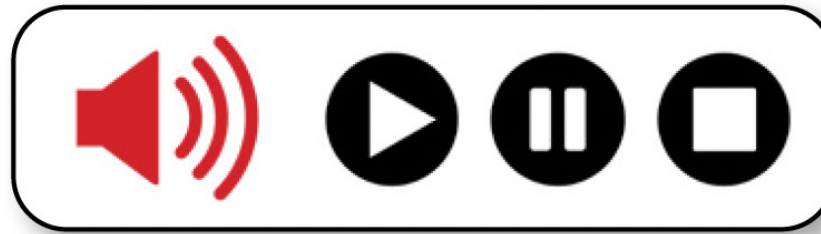
b) What is NOT a good trait of a mentor?


- A Patience
- B Hardworking
- C Anger



Reset Answers





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Reset Answers





**Click on the answer that is most correct.**

**🔊 a) What is a great way to show interest in your job?**

- A **Ask about upgrading your skills.**
- B **Taking a quick lunch.**
- C **Being friends with your co-workers.**

**🔊 b) What is NOT a good trait of a mentor?**

- A **Patience**
- B **Hardworking**
- C **Anger**



**Reset Answers**