

Drag and Drop

Finish each sentence with a word from the list. Drag and drop the words in the boxes.

traits

experience

cover letter

- a) A _____ introduces you to employers.
- b) Be sure to include all of your work _____.
- c) Your personality _____ can be an asset on the job site.

/3

Reading Passage

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!

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.

Comprehension Questions

Answer the questions about preparing a resume and cover letter. Drag the checkmark to the answer that is the most correct.

- a) What is NOT included on a resume?
- How many pets you have.
- Your education.
- Your past jobs.
- Your address.
- b) What is important to remember for a cover letter?
- Write as much as possible.
- Be professional.
- Use a fancy font.
- Include pictures.

/2

Marking Rubric

Name:

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Total Score = /29

Short Answer Question

Joshua has an interview on Monday. It is for a job in a car dealership. He wants to wear some ripped jeans and his favorite T-shirt.



Is this what he should wear?

Yes No

Why or why not? Type your answer in the box below.

/2

Reading Passage

Going to a job interview can make anyone nervous. It is hard for some people to talk to strangers.

When you are nervous, you may not come across as a good choice. If you aren't ready, you may not feel confident. There are a few things to think of before you go to an interview.

Interview Tip:

- Be on time. It is best to be a few minutes early.
- Check your appearance. Wear clean, professional clothes.
- Have a positive attitude. Show enthusiasm to be there.

True or False

Are the following statements TRUE or FALSE? Use the circles to answer.

- If the boss swears, you should too.
TRUE FALSE
- Wear your favorite clothes to an interview.
TRUE FALSE
- Bringing an extra resume is a good idea.
TRUE FALSE
- It can help to pause before replying.
TRUE FALSE
- It's okay if you are two minutes late.
TRUE FALSE

/5

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Total Score = /27

Short Answer Question

📖 Valeria wants to go to a spin class. It starts ten minutes before her shift is over. She thinks it would be okay to leave early.



✅ Is this a good idea?

✓ Yes No

Why or why not? Type your answer in the box below.

/2

Reading Passage

BE PREPARED:

What exactly is your job? You need to find out what has to be done. What is your responsibility? Ask your boss if you're not sure. Once you know your role, you won't have to ask. This will get you a reputation of being reliable.

BE SOCIABLE:

It's important to get along with your coworkers. You should always be friendly. Be sure that you aren't too casual. You don't want to ignore your duties. Your work ethics will be rewarded.

Comprehension Questions

📖 Answer the questions about being a good employee.

Drag the checkmark to the answer that is the most correct.

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

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



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

- Patience
- Hardworking
- Anger

/2

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Total Score = /26

Short Answer Question

Ye-eun hears her co-workers telling a mean story. It is about another co-worker.

Should Ye-eun repeat what she heard?

Yes No



Why or why not? Type your answer in the box below.

/2

Reading Passage

Communication is the key to getting along with others.

Knowing how to act in a situation will help you do well at work. Getting to know your boss is a big part of being successful at work. Your boss oversees your tasks. They can promote or fire you. They want you to do the best job possible.

It may be easy to get to know your boss. They may tell funny stories and make jokes. They may swear or complain about work. Some bosses may not mind if you do it too. It is best to avoid this. Work should be professional. Try your best to not swear or share too many personal things.

Comprehension Questions

Answer the questions about good co-worker protocol. Drag the checkmark to the answer that is the most correct.

a) Two co-workers are in an argument. You should:

- Pick a side.
- Tell them they are both silly.
- Say you're not getting involved.
- Tell your boss.

b) You see your co-worker taking money from the cash register. You should:

- Tell your boss.
- Loan them money.
- Ignore it.
- Yell at your co-worker.

/2

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Total Score = /23

Short Answer Question

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

Is she right?

Yes No



Why or why not? Type your answer in the box below.

/2

Reading Passage

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!

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.

Comprehension Questions

Are the following statements a good idea? YES or NO. Use the circles to answer.

- Being late for your volunteer shift.
YES NO
- Telling your friends private information about the job.
YES NO
- Asking your friends to join you.
YES NO

/3

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Total Score = /31

Drag and Drop

📖 Drag each word beside its definition. Drag and drop the words in the boxes.

discrimination

rights

code of conduct

compensation

union

- _____ a) Treating people differently based on how they look.
- _____ b) A group that helps workers have good conditions.
- _____ c) How someone should act in a certain place.
- _____ d) What you are given automatically as a human.
- _____ e) Being given something to make up for a loss.

/5

Reading Passage

📖 It is exciting when you start a new job. You want to do a good job. It is fun to meet new people. You may even be excited to earn some money! No matter how much you want a job, no job is worth losing your rights for. Never be unsafe at work. Ask for help. Ask questions!

KNOW YOUR RIGHTS	
Minimum Wage	This is the least amount you will be paid per hour. If you quit or are fired, you will still be paid for hours you worked. Employers can't keep your earnings from you.
Disability	Each workplace must help you get what you need to do a good job. You should be able to move around your workplace safely. You must get the tools you need.

Comprehension Questions

📖 Lauren has a wheelchair. There is one door that is too small. She has to take the long way around. She is often slow to help customers. She tells her boss. The door is fixed. Her customers get helped much faster!

📖 1. Which Employee Rights is Lauren taking advantage of? Workplace Injury

Minimum Wage Disability Workplace Safety Workplace Injury

📖 2. Which of these can help you stay safe at work? Check all that apply ✓

- Using protective gear.
- Asking for better instructions.
- Not listening to your boss.
- Going online for instructions.

/3

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Hands-on Activity

Hands-on Activity: 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. You will make a resume for them. Help them make some money!

Here are some things to think about:

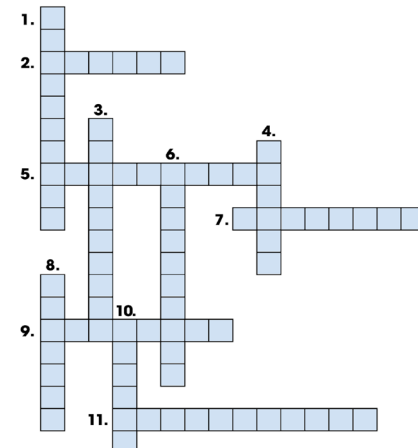
- Where do they live?
- What are they good at?
- What kind of job would they like?
- What skills do they have?
- Where might they have worked before?



Crossword

Word List

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



/11

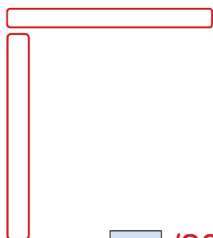
Word Search

Drag the red circles

over top of the words

you find in the word

search.



/20



Comprehension Quiz

Comprehension Quiz

Drag the checkmark to the answer that is the most correct.

- ✓ a) What is the most important thing to have when looking for a job?
 - A good handshake.
 - A resume.
 - A cover letter.
 - Volunteer experience.
- ✓ b) What is the purpose of a cover letter?
 - To brag.
 - To introduce yourself.
 - To sell a product.
 - Get sponsors for your charity.

/2