

# LINX EDUCATIONAL INSTRUCTOR'S GUIDE

## LANDING THE JOB: THE SEARCH

### Activity 1: LET'S GET ORGANIZED!

Your job search begins today, right now. List at least 3 things you should have in place to begin a successful job search.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If there's not a quiet place to work at home, suggest a place where you might go  
\_\_\_\_\_.

### Activity 2: JOB APPLICATIONS

One of the most common ways to find a job is to complete a job application. Accurately fill in the enclosed application, or use an application from a local business, an office supply store, or from the Internet.

### Activity 3: NETWORKING

One of the best ways to find a job is to network. Eighty percent of jobs are NOT listed. Make a list of all the people you know who may be good contacts, they can be "someone who knows someone." Include friends, relatives, business contacts, teachers, former employers, former co-workers, community leaders.

#### Websites:

Monster.com  
Thingamajob.com  
Careerbuilder.com

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## Activity 4: MY SKILLS AND QUALITIES

Use the list of skills and personal qualities to determine your skills, abilities and interests.

1 = Not me! 2 = Describes me. Check the appropriate column for you.

1      2

1. Well – organized.
2. Want to help others.
3. Have specific job skill(s).
4. Self-starter.
5. Good communicator - speaking
6. Good communicator - writing
7. Good communicator - Listening
8. Positive attitude.
9. Responsible, dependable.
10. Always follow through.
11. Like to work alone.
12. Like working with a team.
13. Honest trustworthy.
14. Strong computer skills.
15. Rebellious.
16. Self-confident.
17. Job security is important.
18. Unpredictable.
19. Outgoing, friendly.
20. Shy, sensitive.

Look over the list above. What are your 3 greatest strengths?

List the job skills you have.

List other traits and abilities that you have that will help make you a valuable employee.

Use the classified ads to search for a job that suits your skills and personal qualities.

## ANSWER KEY

### **Activity 1: Let's Get Organized!**

Quiet place to work (library, workforce center), phone, pen, paper, Internet access, computer, calendar, folders, index cards

### **Activity 2: Job Applications:**

Follow directions; neat and accurate; use pen (unless otherwise specified); fill in all blanks; where something doesn't apply, write in N/A (not applicable); be honest; proof-read.

### **Activity 3: Networking**

Individual answers will vary, but should include all possible contacts:

Friends, relatives, business contacts, community and religious leaders, former teachers, former employers and co-workers, and others.

### **Activity 4: My Skills and Qualities**

Answers will be individualized and subjective.

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