



GOAL: Find a job: Search want-ads/on-line

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San Jose Public Library
With Valerie Reinke, Editor

Introduction

Job searching can seem like a job itself. Looking for the right job can be very time consuming and sometimes stressful. Luckily, classified ads in newspapers, magazines and online job websites are helpful to those seeking employment. Using these job search resources can help you to find one or more positions that will suit you well.

Getting Started

There are many places to look for jobs but searching through want-ads in newspapers and on-line is a place to start your search.

Newspapers. Look through local and regional newspaper classified sections. Many employers post job openings in newspapers. Jobs are usually separated by the career field and include a brief description of the job along with information about the person or department you should contact about applying. Highlight the jobs that interest you. Be careful of job postings that ask for a fee or advertise an easy work at home opportunity. Some of these ads may be scams posted in the classified section.

Great Idea: Partners in Reading, the Literacy Program of San Jose Public Library, has a job board that is updated three times a week. They look for jobs mostly on craigslist.org and for jobs that don't require a lot of reading or writing, then post those jobs for learners to browse when they're in the literacy offices.

On-line. Newspapers have some employment opportunities but there are many more job opportunities posted online. A great place to start is www.craigslist.org because when you learn how to look for jobs here, most other job websites work the same way. Other websites that are dedicated to job searching include Monster, HotJobs and CareerBuilder. Refer to the “websites” section below for links to these online job search tools. These are reputable sites designed to assist you in your search for employment.

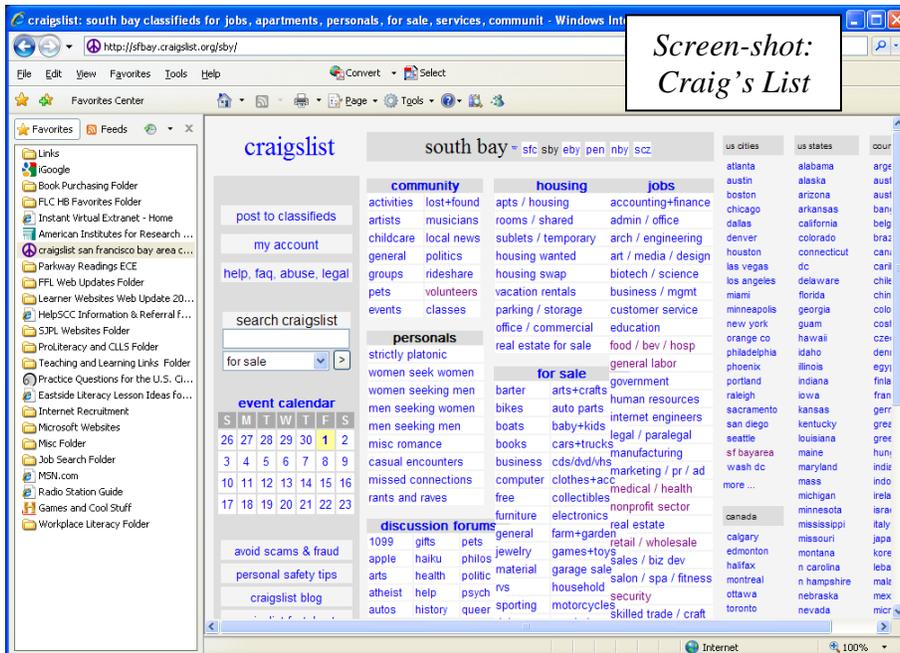
As you go through job ads, both in newspapers and on-line, you will notice that there are a number of ways to respond to the ad. Sometimes you can use a phone number to apply, in others you might be asked to visit the job site and fill out an application, but usually they will ask for a resume. So, as part of your preparation you will need to have a resume, a cover letter, and an e-mail account. (See the “Write a resume” and “Write, send and receive e-mail” goals in this curriculum guide for additional help in these areas.)

Websites

Set-Up An E-mail Account. Yahoo! – www.yahoo.com and Gmail www.google.com both have free e-mail accounts available for your use. Choose one of these and then follow the prompts to create your own e-mail address and a password. Once established you will be able to send and receive e-mail. You will also be able to access your account from any computer with internet access.

Resume and Cover Letter Help. Project Read, the literacy program of San Francisco Public Library has great on-line tools for making a resume and a cover letter. You can even change them when you apply for different jobs so your resume and cover letter better fit the job requirements. Go to:

<http://sfpl.org/librarylocations/accessservices/pr/insresources/prforms.htm#jobtemplates>.



Craig's List. According to Wikipedia, Craig's List receives over one million new job listings each month, making it one of the top job boards in the world. Go to: www.craigslist.org. First, search for your region, for example “San Francisco Bay Area” and then “South Bay.” Under the heading “Jobs,” look for fields that might be interesting, such as Food/Beverages/Hospitality or Nonprofits. Use the

left mouse button to click on a category.

The first jobs listed are the ones that have been posted most recently. Jobs posted earlier are listed farther down on the page. It might be useful to focus only on jobs from the last two days. The day and the month are shortened. For example, Wed Apr 29 = Wednesday, April 29, 2009.

Other Job Search Websites. Monster.com – www.monster.com, HotJobs – <http://hotjobs.yahoo.com> and CareerBuilder – www.careerbuilder.com are sophisticated job match sites that can help you cut through hundreds of jobs to the ones that fit you the best. To do a standard search, just enter the title of the job you are looking for and the region in which you would like to work and the site will list any jobs that fit your requirements (if they don't find any, you may need to broaden your search). You can also search by company, by industry, by occupation (they list the most common), and by job type (full-time? part-time? etc.). Another good feature of these sites is that you are given the opportunity to up-load or give your resume to the website so potential employers can search through all the resumes that have been submitted and find you if your background matches the job available.

Key Vocabulary

After you have read a few ads, make a list of words that you are seeing a lot. Put them on flash cards so that you can practice them and recognize them. Here are some words that you will see frequently when doing a job search:

- ◆ fax
- ◆ positions
- ◆ salary
- ◆ e-mail
- ◆ compensation
- ◆ qualifications
- ◆ resume
- ◆ requirements
- ◆ experience
- ◆ license

For some words you may want to separate them by syllables on one side of the flash card and write them as a whole word on the other side. Then, if you have problems reading the word you can look at it in smaller pieces to sound it out.

Also, make a list of common abbreviations in job ads and put them on flash cards. Examples are:

- ◆ P/T = part-time
- ◆ F/T = full-time
- ◆ TBD = To Be Determined
- ◆ All of the months: Jan., Feb. Mar., etc.
- ◆ All of the days of the week: Mon., Tues., Wed., etc.
- ◆ @ = at
- ◆ . = dot

Use one side of the card for the short form and the other side for the full form. Keep both of these lists short so that you can learn them well. Review regularly.

Reading Practice

Scan the Ads. Begin with the want ads from the newspaper. Then follow these steps:

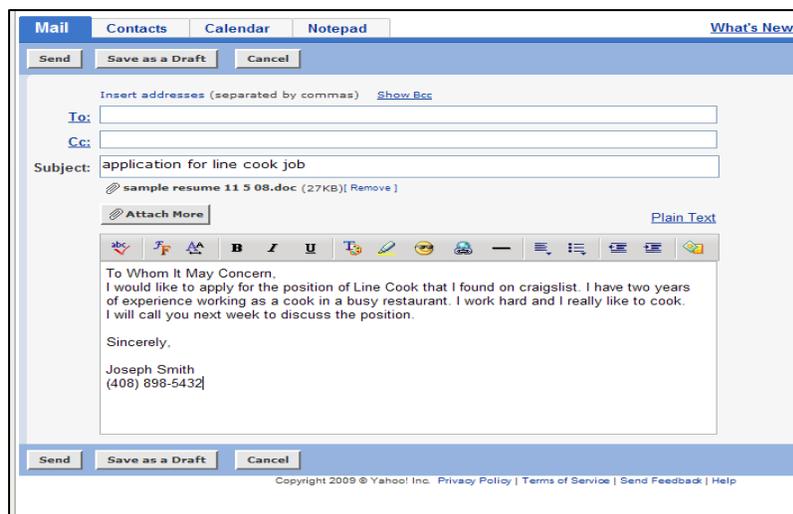
- Step 1 – Decide what category of jobs you will be looking for. Example: administrative, professional, warehouse, drive, etc.
- Step 2 – Check out the classified ads in the newspaper by scanning through the categories of each job type you decided to apply for in step one.
- Step 3 – Circle all of the jobs that interest you.
- Step 4 – Go back and scan the ads again. On the second scan you should star, underline, or highlight each of your circled choices. Use the markings to separate: apply in person, fax resume, and e-mail resume.
- Step 5 – You are now ready to apply for the jobs!



On-line Job Search. When you are comfortable reading the job ads in the newspaper, it is time to go to the Internet to follow the same process at the computer looking at the screen. Practice looking at craigslist and other job websites to read job announcements. Look for details about the job, when and where you will be working and how to apply. Check for the date the job was posted and look for the job ID number listed at the bottom. There is a short list at the bottom of the ad that tells if it is a full-time or part-time job. It will also tell you if it is okay to call about the job.

If there is no phone number listed, then you are expected to e-mail your response to the ad. Copy the e-mail address in the job ad; open your e-mail program and compose a new e-mail; paste the e-mail address from the job ad into your “To:” box. Now click on the paperclip to attach your resume. Browse your hard drive or flash drive to find your resume and then click on

Sample E-mail: Responding to a job ad



it to attach it. Finally, compose a brief note in the body of the e-mail. Read it over two or three times to see if each new sentence starts with a capital letter and ends with a period. Is there a red line under any of the words in your e-mail? If so, that means that a word is not spelled correctly. Look in a dictionary or ask someone to make sure it is spelled correctly. Check that you have listed a phone number so that the employer can call you back and that you have put your name and address in the letter.

Double-check that you have attached your resume next to the paper clip at the top of the e-mail. When you are ready, press "Send." Congratulations! You have now searched for a job and applied for it on the Internet using e-mail.

Writing Practice

Assistant Manager - Whimsical Frozen Yogurt Gelato Page 1 of 2

SF bay area posting to a friend

Sample Job Announcement

Avoid scams, Moneygram, transaction protection/certification/guarantee. [More info](#) please flag with care: miscategorized prohibited spam/overpost best of craigslist

Assistant Manager - Whimsical Frozen Yogurt Gelato (san jose south)

Reply to: thng26@yahoo.com (Error: when replying to a list)
Date: 2009-06-06, 8:32PM PDT

WHIMSICAL FROZEN YOGURT GELATO produce high quality products and offer a unique sweet tooth experience. We are looking for team leaders that understand the importance in the creation an exceptionally professional atmosphere and provide the best service with the assistance of amazing products.

POSITION AVAILABLE : ASSISTANT MANAGER

- Manage all aspects (frontend and backend)
- Hire, train & supervise staffs
- Schedule shifts and establish work procedure & standards
- Manage purchasing and supply costs (inventory)
- Insure high quality service and monitor customer satisfaction
- Positive & friendly handling of customers
- Staff development and periodical reviews
- Excellent inter-personal & communications skills
- Good management skills, with ability to motivate staffs

Starting pay: \$10 and up

Contact: Theresa
Email resume to: thng26@yahoo.com
or leave resume at:
Whimsical Frozen Yogurt Gelato
81 Curtner Ave. #30
San Jose, Ca 95125

- Telecommuting is ok.
- This is a part-time job.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

<http://sfbay.craigslist.org/sby/fbh/1209233665.html> 6/8/2009

Select a job ad from the newspapers or on-line then write the answers to these questions:

- What is the name of the business?
- Where is it located?
- When was the job posted?
- For what positions are they hiring?
- How do you apply?
- What is the starting salary?
- Who is the contact person?

Cover Letter. Practice writing a letter to accompany your resume. This could either be a letter on paper that you hand in to a company with your resume or an e-mail message that you send in with your resume attached. This letter should be brief but should include the following information:

- The title of the job you're applying for
- Where you found the job posted or who referred you to the job
- Brief mention of your experience directly related to the job (of course your resume will cover this more thoroughly). Use words that the employer has used in the job ad so that the employer sees a clear match between your skills and the job requirements.
- Why you would be a good candidate for the job

- Your contact info. (again, your resume will also have this information)

All About You. Make a list of all of your past jobs and volunteer experience. Write the approximate dates that you started and ended those jobs. Also make a list of three people who know your work. Try not use a family member. Keep these on-hand and even take these with you to help you fill out job applications.

Games & Activities

Sell Your Strengths. Brainstorm your strengths and your best features. Make a huge list! No need to be modest on this one. Next think about how these strengths are something you could bring to a job to make you a great employee. Even if some of your best characteristics are not apparently job-related, think about how they might be an asset on the job. For instance, if one of your strengths is that you are friendly; this could be an asset to a company in terms of customer relations or team building. Keep this list in mind when you're writing a cover letter or preparing for an interview so you can sell your positive qualities.

Practice Interview. Cathy's Job Interview Cards are available from <http://altabooks.com> (ask your Library Literacy Staff if they can buy a set that you can borrow). The questions are arranged on flashcards, and can help you prepare for job interviews. They are also a good way for you to start thinking about your best qualities. You can use this information as you write your resume and in your cover letter. During an interview you will have only about 30 seconds to introduce yourself to a possible employer. What do you want that person to remember about you? You can also make up your own cards. During your tutoring session you can role play with your tutor being the employer and asking the questions and you being the person interested in the job. Do you use language from the job ad to talk about yourself? If you do, the interviewer is more likely to see a match between the job and you. After the "interview" you can talk about what was good about your responses and how you could make it more effective. (See the "Interview for a Job" goal in this curriculum guide for more ideas.)

Real World Practice

- Most cities have an employment development office or a job search center. Go there and browse the jobs they have posted, taking notes on the details. Talk to the staff about applying for jobs. Sign up and take classes so you can practice the job searching and interviewing activities listed above.

Milestones

- ◆ **Initial Effort** – You are able to identify each part of a job ad and can answer factual questions about the job. You can also get on the Internet and find craigslist with some help. You can find job categories in your area and click on one or two job ads.

- ◆ ***Making Progress*** – You can read most of the job ad by yourself. You can use your own words to describe the job. You can get onto the Internet and job search websites with very little help. You can more easily find jobs that are interesting to you. You have set up a personal e-mail account and have written or updated your resume.
- ◆ ***Accomplished*** – You have responded to several job ads, either by making a phone call, by going to the place of employment in person, or by writing an e-mail and attaching your resume. You have uploaded your resume to one or more job search websites. You are able to write a cover letter (or e-mail message) that is customized to the job, showcasing your skills but using the language of the job announcement to demonstrate that you are a good match for the job.



More Tips for Success. Look at opportunities in the job classifieds that could lead to better jobs such as educational programs that offer training or certification in a particular field that you're interested in. You could also reverse your job search. Post your own ad in the job classifieds advertising your work related services. This will allow potential employers the opportunity to find you based on their needs.

Contributor's Biography

Ellen Loebel is a Literacy Specialist for Partners in Reading at the San José Public Library. She teaches job searching workshops. She also teaches at a job searching center. She is a tutor trainer for her program and has a lot of personal experience searching for and getting jobs.