

**Activities/
Resources
for
Unit III
Outcomes**

Activities/ Resources for Outcome #1

Unit III: The Job Search Resources

Skills & Interests

See: Career Awareness Module, Unit I

Starting Out! In the Workplace: Charting a Successful Life Course. McGraw Hill Companies, Inc., 2011.

Career Interest Survey:

<http://www.careerclusters.org/resources/ccinterestsurvey/InterestSurvey.pdf>

Activities/ Resources for Outcome #2

Online Job Search

See: *Career Awareness, Unit I and Technology Awareness, Unit I Modules*

Farr, Michael. ***Quick Job Search: Seven Steps to Getting a Good Job in Less Time***. 4th ed. JIST Publishing Co., 2006.

Job Search Websites:

<http://websearch.about.com/od/enginesanddirectories/tp/jobsearchengine.htm>

http://jobsearch.monster.com/?WT.srch=1&WT.mc_n=olmsrchsk

<http://www.careerbuilder.com/>

<http://www.indeed.com/>

Activities/ Resources for Outcome #3

Resume

See: *Contextualized Writing Module, Unit I*

Jackson, Tom. ***Perfect Resume: Today's Ultimate Job Search Tool.*** Broadway Books, 2004.

Resume samples

<http://jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm>

Activities/ Resources for Outcome #4

Cover Letter

See: *Contextualized Writing Module, Unit I*

Healthcare Cover Letters:

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-tips/healthcare-cover-letter-dos-donts/article.aspx>

Sample Cover Letter:

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-samples/sample-cover-letter-pharmacy-tech/article.aspx>

**Activities/
Resources
for
Outcome #5**

Job Application

See: *Contextualized Writing Module, Unit I and Career Awareness Module, Unit II*

Employment Applications:

<http://jobsearch.about.com/od/jobapplications/qt/employmentapp.htm>

http://www.ext.colostate.edu/pubs/consumer/job_app.pdf

Sample online job application:

<http://spreadsheets.google.com/viewform?formkey=cjZsZUJVS1RXWkRHVGptdFhSMzdmS2c6MA>

**Activities/
Resources
for
Outcome #6**

Job Interview

http://www.worksmart.ca.gov/tips_interview.html

<http://www.interviewquestionsanswers.net/>

<http://career-advice.monster.com/job-interview/careers.aspx>

Link for Interview Skills Activities

<http://www.skillsconverged.com/FreeTrainingMaterials/tabid/258/articleType/CategoryView/categoryId/131/Interview-Skills.aspx>

Activities/ Resources for Outcome #7

Thank you letter

See: Contextualized Writing Module, Unit I

Thank You Letters:

<http://www.business-plans-guide.com/business-thank-you-letter.html>

<http://ualr.edu/careerservices/uploads/2010/04/Guide%20to%20Writing%20a%20Thank%20You%20Letter.pdf>

Sample Thank You Note

http://www.worksmart.ca.gov/tips_interview_sample_thankyou_note.html

Activities/ Resources for Unit IV Outcomes

Outcome 1: First Days on the Job

http://www.quintcareers.com/first_days_working.html

http://careerplanning.about.com/cs/firstjob/a/new_job.htm

Outcome 2: Job Retention & Advancement of Career Goals

http://www.ehow.com/way_5796963_job-retention-strategies.html

<http://msn.careerbuilder.com/MSN/Category.aspx?categoryid=WI>

<http://www.allbusiness.com/human-resources/careers-career-development/11128-1.html>

<http://www.jobcenter.org/UserFiles/File/SouthWest/JobRetentionStrategies.pdf>