Lesson Plan – finding a job

YEAR GROUP	7-9
TIME REQUIRED	45 mins
MATERIALS NEEDED	Internet access. http://www.notgoingtouni.co.uk/advice/finding-job-vacancies/ Local and national job listings from papers. Key pointers sheet.
AIM AND SUMMARY	Students will understand how to find, apply for and be interviewed for jobs. This lesson works well after the goal-setting lesson.
LESSON: **5-10 mins** **10 mins** **5 mins** **20 mins**	Discuss with students the jobs they wanted from previous lesson. Develop this in short group discussion, *where do they anticipate working? Locally in the city, from home, abroad etc…* Class discussion: *where does one look for a job? (See website above or print out for students)* Handout job listing sections from newspapers. Students are to look at the variety of jobs available. Other students can look online at specific job searching websites. *Can any of them find their dream jobs from the previous lesson?* Feedback to class teacher. *Where is it best to look for a job? What generated the most results – paper/internet? Where they the same?* Ideally, students will realize that a mixture of both mediums is best. Writing a letter of application – discussion. Create a list on the board. *What things should you include? What should the tone of the letter be? How long should it be?* (See key pointers sheet) Class discussion, followed by students writing a letter of application for a specific job they have found. Job adverts and application letters should be kept and can be used for the *interviews* lesson.
EVALUATION:	Students should have identified and feel positive about the various steps for finding and securing a job.