

## Teaching the Topic

Where do we look to find a job? How do we indicate our interest in the position? There are many places to find jobs advertised – advertisements need to be read with care to ensure the job is suitable for our abilities, qualifications, experience, available time. We may apply for the job in writing, or by phone, or online, and we may need to send documentation.

### Resources

Situations Vacant in newspapers; notices; community papers; notices in business windows; application forms; model CVs; web resources:

[www.trademe.co.nz](http://www.trademe.co.nz)

[www.seek.co.nz](http://www.seek.co.nz)

[www.jobs.govt.nz](http://www.jobs.govt.nz)

[www.jobzone.co.nz](http://www.jobzone.co.nz)

[www2.careers.govt.nz](http://www2.careers.govt.nz) (Career Services)

[www.worksite.govt.nz](http://www.worksite.govt.nz) (Work Site)

### Activities

- The learner describes their experience, qualifications, skills, requirements in a job.
- Scan the newspaper or websites to find suitable jobs, choose the appropriate section to search.
- Read for information – kind of work, name of position, name of organisation, hours, skills required, experience and/or qualifications necessary, full-time or part-time, how to apply, closing date for applications, salary/wages.
- Discuss the advertisement to match the learner – Is the job suitable? Would the learner be able to do the job?
- Talk about the job application – How should the learner apply? Is a CV or proof of a qualification required? Write the application letter, or email.
- Role play the phone call.

### Language

- Job advertisements – *problem solver, team player, motivation, flexibility.*
- Letter-writing skills – writing a simple and effective letter, format, being positive, being proactive.
- Phone skills – introducing yourself, identifying the position advertised, expressing interest, being succinct, being positive, arranging a time for an interview.

## Using the Worksheet

*A possible introductory activity:* Talk about where to look for jobs and how people may be asked to reply to job advertisements – phone, letter, email, in person. What is the first step, after finding a job we think we can do? What do we want to happen as a direct result of a written response to a job ad?

The worksheet is a job advertisement. The tutor can use another job advertisement that would be more relevant to the learner, from the web or the newspaper or a notice board. The learner reads the job ad and talks about what is required for the position and why it is suitable for them. The learner writes the email they would send in response, asking for a job description and an application form. What information needs to be included in the email?

Be positive. What does the learner want to happen in response to this email?

### Main learning points

Scan a job advertisement for information. Think through what's required and respond to the ad appropriately. Discuss any necessary follow up.

### What else could be learnt?

Writing generally, and emailing in particular. The format of emails – don't use *Dear...* or *Yours sincerely*. The tone of emails – they are not particularly formal. Write with a positive tone in other situations, for example, asking for information, making a complaint.



## Online ads

1. Read the ad and talk about what you have to do in this position.
2. Write an email to respond to the ad.



Where Kiwis Buy and Sell



www.trademe.co.nz

### Cafe Assistant Required

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Location: Island Bay, Wellington

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Type: Permanent

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Listed: Mon, 24<sup>th</sup> Sep

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Full and part-time positions are available to join our team at By the Sea Cafe – Island Bay, Wellington. Key duties include - food preparation, customer service, cash handling, coffee making, food safety and cleaning. In return we can offer you the opportunity to join a small business where you will be given plenty of training and development and excellent career opportunities. If this position fits your experience and you want to join our friendly team, please contact David on 939 4378.

You must be eligible to work in NZ to apply for this role.

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Contact this advertiser or apply online  
Email CV and covering letter before 29<sup>th</sup> September

**David Smith**  
 (04) 939 4378

[Apply online](#)

