A Time When I Was Nervous About Getting a Job

A Thematic Unit about Resume Writing And Job Preparation

♫ For intermediate and advanced level students

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Being financially independent is my dream. To achieve that goal I must find a job, which currently is hard to find. There are many factors that make me worried about finding a job in the field that I want. One of them is the economic situation with a low employment rate. The second factor is that I have not finished my degree yet. I really want to work in a decent job as an accountant, but I have to wait until I finish my degree. I am not currently happy to be out of a job but I would rather wait so that when I get the job, I will have a good schedule and good pay.
A. First Impressions – Write and Discuss

1. How do you feel about the story?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. If you could have any job, what would it be? Why?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Would you like to have a better job in the future?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Have you ever worried about getting a job?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. Has someone you know ever been in a difficult situation financially? What happened?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
B. Playing With Language 🌸
Put the sentences from the story in the correct order by number.

_____ I really want to work in a decent job as an accountant, but I have to wait until I finish my degree.

_____ Being financially independent is my dream.

_____ The second factor is that I have not finished my degree yet.

_____ To achieve that goal I must find a job, which currently is hard to find.

_____ One of them is the economic situation with a low employment rate.

_____ There are many factors that make me worried about finding a job in the field that I want.

_____ I am not currently happy to be out of a job but I would rather wait so that when I get the job, I will have a good schedule and good pay.

C. More Playing With Language 🌸
Choose whether the statements from the story are True (T) or False (F).

_____ Irma desires to be financially dependent on her husband.

_____ Irma has finished her degree.

_____ There are many factors that make her worried about finding a job.

_____ Irma is happy that she doesn’t have a job.

_____ It is currently difficult for Irma to find a job.

_____ Irma would like to be an accountant.

_____ The economic situation makes it easier for Irma to find a job.
D. Experience Chart

Write both positive and negative experiences you have had with looking for a job in the past. Interview one other student and write their experiences. We will fill in the rest of the blanks as a class.

<table>
<thead>
<tr>
<th>Positive Experiences</th>
<th>Negative Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: I got the job.</td>
<td>Example: I got lost Looking for the interview.</td>
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</tbody>
</table>
E. Getting To Know Each Other

Write the similarities and differences of getting a job in the United States compared to getting a job in your native country.

What does it mean to live the “American Dream?”
F. Vocabulary – We will review vocabulary that is on a resume as a class. Circle any words you do not understand.

<table>
<thead>
<tr>
<th>Resume</th>
<th>Personal Information</th>
<th>Summary</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Experience</td>
<td>Education</td>
<td>References</td>
</tr>
</tbody>
</table>

Generic Resume Template

Name *(largest font on page)*

Address

E-mail *(make sure it is appropriate)*

Qualifications or Summary

- List strengths or special skills that make you qualified for the job
- List skills you could use at any job
- Example: foreign languages, computer skills

Experience

- List most recent jobs first
- Include: Job Title, Start and End Dates, Employer, Location, Relevant
  Responsibilities, Skills, Training

Example:

ESL Instructor  08/08-Present  The Learning Center, Williamsport, PA
  *Administered Intakes and Assessments
  *Provided relevant instruction for ESL students
  *Developed appropriate curriculum
  *Maintained accurate records

Education

- List most recent education first.
- List all college, university and professional degrees. Do not list high school unless it is the only education you have.

Example:

Bachelor of Arts, Journalism 1997 Lock Haven University, Lock Haven, PA

References available upon request.
G. Resume Vocabulary Continued

1. Write your name, address and email address.

________________________________________________________
________________________________________________________
________________________________________________________

2. List some of your special skills or strengths.

________________________________________________________
________________________________________________________
________________________________________________________

3. List any jobs you have had in the past (try to include the name of your employer, your job title and when you worked there).

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

4. Write down any places you have gone to school.

________________________________________________________
________________________________________________________
________________________________________________________

5. List three people you could use as a reference.

________________________________________________________
________________________________________________________
________________________________________________________

6. What is your dream job? What objective would you have to get this job?

________________________________________________________
________________________________________________________
### H. More Vocabulary – Training Levels

Match the word with the correct meaning.

<table>
<thead>
<tr>
<th>On-the-job training</th>
<th>Bachelor’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational training</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>Vocation or trade</td>
<td>Associate Degree</td>
</tr>
<tr>
<td></td>
<td>Doctoral, Professional Degree</td>
</tr>
</tbody>
</table>

1. __________________  A degree that is finished after 4 years of full time schooling after high school.

2. __________________  A degree that is finished after 2 years of full time schooling after high school.

3. __________________  Skills and responsibilities that are learned at a job.

4. __________________  Training for a specific vocation or trade like cosmetology, massage therapy, automotive, culinary arts or nursing.

5. __________________  A career or profession.

6. __________________  The degree you receive AFTER a Bachelor’s degree.

7. __________________  The highest degree a person can receive.
I. Grammar – Adjective or Adverb?

Read the opening story again. Decide if the underlined words are adjectives or adverbs. Write “adjective” or “adverb” on the line after each word below.

Being financially independent is my dream. To achieve that goal I must find a job, which currently is hard to find. There are many factors that make me worried about finding a job in the field that I want. One of them is the economic situation with a low employment rate. The second factor is that I have not finished my degree yet. I really want to work in a decent job as an accountant, but I have to wait until I finish my degree. I am not currently happy to be out of a job but I would rather wait so that when I get the job, I will have a good schedule and good pay.

1. financially adjective
2. currently adverb
3. hard adverb
4. many _______________
5. one _______________
6. economic _______________
7. low _______________
8. employment _______________
9. really _______________
10. decent _______________
11. currently _______________
12. rather _______________
13. good _______________
14. good _______________

Resume Tip!!! It is a good idea to use adjectives in your resume that describe you or your responsibilities. Using a Thesaurus can help you so you don’t use the same words over and over.
J. Using a Thesaurus

In the chart below there are several verbs that would be good to use on a resume. The definition is also provided. The verb is written in the present tense. However, on a resume verbs are used in the past tense. Fill in the chart by changing the verb to the past tense. Use a thesaurus to write a synonym for each verb.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Definition</th>
<th>Past Tense</th>
<th>Synonym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve</td>
<td>to gain something by hard work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Build</td>
<td>to make something by putting materials together</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organize</td>
<td>to put things in order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage</td>
<td>to direct business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform</td>
<td>to do something a certain way</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair</td>
<td>to fix or bring something to its original state</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve</td>
<td>to make something better</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tip!!! Synonyms are words that mean the same!
K. Other Stories

Getting a Job in the United States
by Maria Reyes, from the Dominican Republic

Last week I went to a job interview. I read first all the rules. They were very long. For example, no shorts and no short blouses. There was another about the time, don’t come more than 15 minutes early. In this interview I was nervous because when I opened the door I hoped for only one interviewer. When in the office, there were more than 6 people, every one with different questions about the job. I was nervous in all parts of my body and my heart was at 1,500 beats per minute. The next time I have to be prepared to know how many people will be in the interview room, not to be under attack again.

Getting a Job in the United States
by Kifle Solomon, from Ethiopia

I came to the USA in December of 2009. I had only one plan to get work, that was work in the church. Unfortunately, I didn’t succeed in my plan, working in the social ministry of the church, because my Visa didn’t permit me to work. I know that when I applied for a social security card I was rejected. Anyway, I tried to get a job through friends. I met employers but I was rejected when I didn’t have a social security card. It is so sad when you really want to do any job but there is no way to get a job.
L. Teacher Story

A Time When I Was Nervous About Getting a Job
by Stacey Noltee

I was nervous when I went back to the work full time after being a stay-at-home mom. Although being at home with my children was wonderful, it was also difficult.

When I was home, as each year passed, I started to question many things. I wondered if I would ever be able to have “adult” conversations again without using words like “potty” or “poopy” or “mommy.” I also wondered if I would ever feel intelligent again at all. Honestly, I also worried that it might be difficult to trade in my comfortable sweat pants and sneakers (mom uniform) for dress clothes and heels. In all seriousness though, the most difficult thing I was facing was the sadness that I was experiencing over letting go and trusting my children into someone else’s care. That was a huge change in my life.

Now that I’m on the other side, I can say that going back to work was one of the best decision I have ever made! I love my job and my kids are doing well at school. The process was definitely worth it. The next time I am nervous about getting a job, I will remember this experience.
M. Project – Create a Resume

Using your answers from page 8, create your own resume. You can also use the “Generic Resume Template” on page 7.

Note: Other templates will be provided on pages 15 and 16.

Tips for effective resume writing:

➔ Use a computer to prepare your resume. Programs exist that make it easy to produce a professional looking resume.
➔ Do not include irrelevant personal information (age, weight, height, marital status, religion).
➔ Do not include salary or wages.
➔ Center all headings, and do not use abbreviations.
➔ Be specific, use concise sentences, and try to keep resume to one page if possible.
➔ Proofread resume every time one is printed, and have someone else proofread it if possible.

Use past tense active verbs such as:

Achieved  Adapted  Advised  Assisted  Built  Completed
Controlled  Convinced  Coordinated  Created  Decided  Delivered
Designed  Developed  Directed  Established  Evaluated  Generated
Guided  Improved  Implemented  Initiated  Learned  Led
Maintained  Managed  Operated  Organized  Performed  Persuaded
Planned  Produced  Reduced  Repaired  Researched  Supervised
Trained

Useful Websites:
http://owl.english.purdue.edu/workshops/hypertext/ResumeW/

**These tips were adapted from the Helena Job Service Workforce Center.
Name

Your Address
Your Address
Your Address

Phone: 555-555-5555
Email: xyz@microsoft.com

Objective
Place your text here.

Qualifications
Place your text here.

Work History
0000 to 0000, Title, Company
Job Responsibilities

0000 to 0000, Title, Company
Job Responsibilities

0000 to 0000, Title, Company
Job Responsibilities

0000 to 0000, Title, Company
Job Responsibilities

Education
0000 to 0000, Degree, School
0000 to 0000, Degree, School

References
Name, Position. Company, Phone
Name, Position. Company, Phone
Objective
Place your text here.

Education
Dates, Degree, School
Dates, Degree, School

Work Experience
Dates, Job Title
Company or Organization
Description of job responsibilities

Dates, Job Title
Company or Organization
Description of job responsibilities

Dates, Job Title
Company or Organization
Description of job responsibilities

Volunteer Work
Place your text here.

References
Name, Position. Company, Phone
Name, Position. Company, Phone
## Checklist for Learning

### I. Vocabulary:
Check ☑ the words you want to remember. Add your own words. For extra practice, write sentences using each of the words. Pick one word and use it three times today.

<table>
<thead>
<tr>
<th>Resume Verbs</th>
<th>Resume Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ achieved</td>
<td>□ objective</td>
</tr>
<tr>
<td>□ improved</td>
<td>□ references</td>
</tr>
</tbody>
</table>
| ___________________ | ___________________
| ___________________ | ___________________
| ___________________ | ___________________
| ___________________ | ___________________
| ___________________ | ___________________

<table>
<thead>
<tr>
<th>Training Levels</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ on-the-job training</td>
<td>□</td>
</tr>
<tr>
<td>□ vocational training</td>
<td>□</td>
</tr>
</tbody>
</table>
| ___________________ | ___________________

### II. Language:
Check ☑ what you can do in English. Add more items if you would like.

**I can...**
- □ discuss a reading passage.
- □ list my skills and strengths.
- □ understand training levels needed for a job.
- □ write about previous jobs.
- □ identify an adverb or adjective.
- □ create a resume.
- □ use a Thesaurus.