Name:

Date:

Period:

IBT-1 Employability Skills Looking for a job in the newspaper

Advertisements for jobs (employment) can be found in different places. Newspapers provide one place where jobs are advertised. Look online or in a newspaper and find a job listing to complete this assignment.

ACTIVITY 1: 1. Look through the newspapers supplied in the classroom or online. Locate the employment pages. Find 3 jobs advertisements. ( 25 points)

2. Locate and read some job advertisements that are of interest to you or relate to you career field. (25 points)

3. Complete the table below with information from each job advertisement ( 50 points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | **Employer Name** | **Personal Qualities Required** | **Experience Required** | **Qualifications**  **Required** | **Other**  **Information**  **Needed** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |