

# Looking for a Job

## Pre-reading

### Questions:

- Were do you find listings for job openings?
- What kinds of jobs are you interested in?

### Definitions and abbreviations:

- Section – a part of something
- Apply – to ask for; to make a request
- Yrs – abbreviation for the word “years”
- & - abbreviation for the word “and”
- FT – abbreviation for the words “full time”
- exp – abbreviation for the word “experience”



## Reading

22 Mark is a 20 year old man. He has a driver’s license. He does not have a GED or high school  
46 diploma. He needs to get a full time job to pay his rent and other bills. He decided to look in the  
62 newspaper for job openings. Job listings are found in the Classifieds section of the newspaper.  
62 The Classifieds section is found at the back of the newspaper.

69 Mark found many different things listed in the Classifieds. He found Homes for Sale, Cars  
86 for Sale, Apartments for Rent, and Furniture for Sale. He found job listings under the heading of  
104 Help Wanted. He found many different jobs listed. Here are some of the job listings Mark found:

- 118 • Delivery Person Wanted: Full or part time. Some heavy lifting required.  
129 Apply in person at Furniture Warehouse, 1491 South 1<sup>st</sup> St., Marshall.
- 140 • Meat Department – Part time evenings (4 - 9) and weekends. Must be 18 yrs old,  
155 **mature & responsible**. Apply in person at Super Saver Grocery Store. Ask for Ken.
- 169 • FT delivery & installer; no exp necessary. Apply at Cullen’s Home Center, Willmar.

183 Mark decided to apply for all three jobs. Mark knew first impressions were important.  
199 Before leaving for the job sites, he showered and washed his hair. He brushed his teeth and hair.  
220 He put on clean clothes. He knew it was important to look good when applying for a job.

233 Mark wanted to show the managers he was responsible and willing to work hard. At each  
251 interview he smiled and spoke kindly to the manager. He gave the manager a firm handshake. He  
269 looked at the manager’s face when he answered the interview questions. At the end of the  
286 interview, Mark thanked the manager.

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## Understanding

1. Where did Mark look for job openings? \_\_\_\_\_  
\_\_\_\_\_
2. What department had a job opening at Super Saver Grocery Store? \_\_\_\_\_  
\_\_\_\_\_
3. What hours would Mark work at Super Saver Grocery Store? \_\_\_\_\_  
\_\_\_\_\_
4. What does the phrase **mature and responsible** mean? \_\_\_\_\_  
\_\_\_\_\_
5. What kind of job is available at Furniture Warehouse? \_\_\_\_\_  
\_\_\_\_\_
6. What did Mark do before he went to the stores to apply for the jobs? \_\_\_\_\_  
\_\_\_\_\_
7. How did Mark act at the interviews? What did he do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Writing

Option A: Write about a job you applied for. How did you find out about the job? Why did you feel you were a good person for the job? What did you do before applying?

Option B: In your own words, write about Mark's experience in looking for a job. What would you have done differently?

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