

About This Book

The worksheets in this book will help teach you how to find, get, and keep a job. Your instructor will assign them in class and as homework. You'll do many different kinds of activities designed to help you in your job search—word scrambles and matching, filling in blanks, choosing which items you like the best, and writing stories and ads about yourself and others.

You'll also learn how to discover what you like and what kinds of jobs you can do with your skills. The book will help you through finding job openings, writing a resume and cover letter, and filling out applications. You'll find out what causes people to get fired, what good teamwork is like, and how to make a good impression during an interview.

Good luck with your new job!

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