

PBS LearningMedia

Subjects ▾ Grades ▾ Standards For Students ↗

Bring the World to Your Classroom

KET and PBS have curated FREE, standards-aligned videos, interactives, lesson plans, and more for teachers like you.

 

Social Studies >



Interactive Lesson

Fighting Racism: Civil Rights in the Progressive Era

American Masters
Grades 6-8, 9-12

English Language Arts >



Media Gallery 15:58

Richard Hugo, Poet of the Northwest | Kicking the Loose...

Montana PBS
Grades 9-12 

Science >



Parents Video 1:11

Science Crafts for Kids | Paint with Nature

Nature Cat
Grades K-2

The Arts >



Media Gallery 13:45

Jazz Musical Form: 32-Bar Song Form and 12-Bar Blues

Jazz
Grades 9-12 

Preschool >



Interactive

Arthur's Park Game | ARTHUR

Arthur
Grades PreK-K, K-2 

Mathematics >



Video KHAN ACADEMY

Swim Times at the Olympics: Dot Plot and Distribution

Khan Academy
Grades 6-8

Professional Development >



Video

Plants: Science Talk





KET Adult Education Classroom Resources

teaching in-person or virtual, and resources to support new school routines. [View Collection](#)

PBS LearningMedia KET

Search Sign In Sign Up

Subjects Grades Standards For Students

KET adult EDUCATION Classroom Resources

Collections > KET Adult Education Classroom Resources **In This Collection:** Interactive Lesson (3), Interactive (3), Video (101) for Grades 6-8, 9-12, Resources in Spanish (8)

KET Adult Education Classroom Resources

In this collection:

- + Workplace Essential Skills

Dropping Back In

- Language Arts: Resources for Adult Educators
- Reading for Information: Resources for WorkKeys® and GED® Preparation
- Locating Information: Resources for WorkKeys® and GED® Preparation
- Applied Mathematics: Resources for WorkKeys® and GED® Preparation
- Measurement and Geometry: Resources for Adult Educators

KET Adult Education Classroom Resources

Share Favorite Google Classroom

The topics found in this collection include instructional resources designed specifically for the adult education field.

Resources in this collection include videos, printable handouts, and self-paced lessons. Learners can study math, reading, and critical thinking skills, and find materials to help them prepare for their high school equivalency tests.

Workplace Essential Skills

The Workplace Essential Skills collection contains math and language arts content contextualized to seven high demand career sectors - Transportation, Information Technology, Construction, Healthcare, Hospitality and Tourism, Healthcare, Manufacturing, and Sales and Marketing. You'll also find soft skills videos and interactive lessons to assist students as they develop universal skills for their new career once they leave your classroom.

This collection can supplement your own curriculum and instruction by giving students an answer to "Why do I have to learn

Workplace Essential Skills

- The Workplace Essential Skills collection contains
 - [math and language arts content](#) contextualized to seven high demand career sectors
 - [soft skills](#) videos and interactive lessons to assist students as they develop universal skills useful in any career sector
 - a [job search](#) component that offers effective strategies for finding job opportunities, going through the application process, and interviewing

Job Search

Job Search | Workplace Essential Skills

Interactive Lesson Grades: 9-12 Collection: KET Adult Education Classroom Resources



Share to
Google
Classroom



Assign or
Share



Favorite



About

Support Materials for Teachers

USING THIS RESOURCE
Job Search Teaching Tips

Support Materials for Use with Students

You May Also Like



The Interview |
Workplace Essential...

Interactive Lesson



Communicating at
Work

Interactive Lesson

Job Search

1. Introduction
2. Big Ideas
3. Getting Started
4. Where to Look
5. Searching Online
6. Newspapers
7. Reviewing a Posting
8. Review Practice

9. What Employers Want
10. Applying for a Job
11. Applications
12. Sample Resume
13. Resume Advice
14. Parts of a Resume
15. Resume Notes
16. Refining your Resume

17. Proofreading Help
18. Sample Cover Letter
19. Parts of a Cover Letter
20. Cover Letter Notes
21. Interviewing
22. Doing Your Homework
23. Best Foot Forward
24. What to Wear

25. The Interview
26. Bad Past Experiences
27. Focus on the Future
28. Asking Questions
29. What Should I Ask?
30. Say Thank You
31. Conclusion

Job Search

Sample Application

Often applications are online and you can copy and paste some of your information from your resume or any other place you may have saved it, which is always a good practice. To copy, select the text and then right-click with your mouse and choose copy. To paste, right-click again and choose paste.

Here is part of the application that needs to be completed to apply for the quality assurance technician job. Review the application, and answer the questions.

Upstate Health Albany, NY

A Drug-Free Workplace

APPLICATION

NAME: _____

DATE OF BIRTH: _____

HOME ADDRESS: _____

CITY: _____

STATE/ZIP: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

Reviewing an application

QUESTIONS: 1 2 3

References should be listed on the application.

A. True

B. False

[Sample Application](#)

Job Search



DESCRIPTIVE VIDEO

[Video:Resume](#)

Job Search

Sample Resume

Marty is looking to change career paths and has earned an associate's degree in computer programming while working in manufacturing. Take a quick look at Marty's resume below. On the next page, you will learn a little about each section Marty chose to include.

MARTY JONES

5776 Mitchell Road, Lexington Kentucky 40509 · (555) 888 -2003
Email · MartyJones@windridge.com

I am a hardworking, innovative, detailed, person with good problem-solving skills seeking an entry-level web-development position. My portfolio of work is available at MartyJones2021.com.

EXPERIENCE

QUALITY CONTROL SPECIALIST, FAST HARDWARE FABRICATION

Inspected, tested, or measured materials or products being produced and removed materials that were faulty. Reported inspection and test results to supervisors. NOVEMBER 2018 – TO PRESENT

ASSEMBLER, FAST HARDWARE FABRICATION

Assembled door hardware products such as hinges and locksets. Conducted quality control checks as needed. Maintained a clean work area, including tools and equipment. AUGUST 2015 – TO NOVEMBER 2018

EDUCATION

ASSOCIATE DEGREE, DELONG COLLEGE.

I took online classes while working to earn an associate degree in Computer and Information Technologies with a focus on Programming Software Development. SEPTEMBER 2020

HIGH SCHOOL DIPLOMA, WASHINGTON HIGH SCHOOL

I did my best work in my computer science classes. I also worked the technology support desk during my Junior and Senior years and participated in the Technology Club. JUNE 2016

Sample Resume

Job Search

Parts of a Resume

Click the section titles to learn more about the sample resume. These are typical sections, but when you create your own resume, you can add or take out sections as needed. For example, you may want to add a section for any certifications or licenses you may have earned and leave out Summary and/or Activities.

+ Contact Details

- Summary

This section is optional. It is an opportunity to briefly summarize how your skills can help a future employer. Try to be as concise as possible. You can use a cover letter for any very specific information about your experience.

I am a hardworking, innovative, detailed, person with good problem-solving skills. I am seeking an entry-level web-development position. My portfolio of work is available at MartyJones2020.com.

+ Experience

+ Education

+ Skills

+ Activities

[Parts of a Resume](#)

Job Search

Resume Notes

You can use this chart to gather the information you need to create a resume that reflects your experience, education and skills. When you are done adding information, you can click on "My Work" in the bar at the top of the page next to "Menu" to review and download your work.

Please note that this is intended to be a tool for thinking through what you want to include in your resume, not a resume builder. You will want to use word processing software to edit and format your resume so that it has a professional appearance.

The text in the first column is just meant to remind you of what to include. If you would like to see the hints that were included on the previous page, you can click the back arrow at the top of the page and review the previous page.

Resume Section	Your Notes
Contact Details MARTY JONES 5778 Mitchell Road, Lexington Kentucky 40509 · (555) 888 -2003 Email · MartyJones@windridge.com	
Summary I am a hardworking, innovative, detailed, person with good problem-solving skills seeking an entry-level web-development position. My portfolio of work is available at MartyJones2021.com.	
EXPERIENCE QUALITY CONTROL SPECIALIST, FAST HARDWARE FAB- RICATION Inspected, tested, or measured materials or products being produced and removed materials that were faulty. Reported inspection and test results to supervisors. NOVEMBER 2018 – TO PRESENT	

Resume Notes

Job Search

Doing your Homework

Before going to the interview, research the company online and learn about its products, services, and goals. Try to find out what the expectations are for the job you are applying for. This information is usually available in the job description. Think about how you could fulfill those expectations and help the company meet their larger goals.

If possible, speak to someone who works there. Ask that person about the atmosphere of the place and any other insider information about the people, what the company might be looking for, or any clues about what to avoid during the interview.

 Descriptive Transcript (2.6 KB)



[Doing Your Homework](#)

Careers in Demand



Great jobs and careers await in Kentucky's high-demand industries. Learn more about these industries, including education and experience required, average pay, work environment, and projected number of job openings over a five-year period.



Advanced Manufacturing



Business & IT



Construction



Healthcare



Transportation & Logistics



Skills Builder

Sample Video – Construction Trades



Construction Career Pathways



KENTUCKY'S CONSTRUCTION INDUSTRY
Construction Career Pathway

Online study systems for high school equivalency and workplace prep

- **FastForward** offers on-demand courses in all four test areas: math, language arts, science, and social studies
- **Workplace Essential Skills** Online provides effective online lessons for soft skills and job readiness. Content is contextualized within employment sectors with real workplace examples.

KET Adult Education



[PBS LearningMedia](#) [About KET Education](#) [Contact KET Education](#) [KET Home](#)



Search KET Education

A black and white photograph of three young adults (two women and one man) smiling and looking at a computer screen. A semi-transparent purple horizontal bar is overlaid across the middle of the image.

ADULT EDUCATION