### PBS LearningMedia





### KET Adult Education Classroom Resources





# Workplace Essential Skills

- The Workplace Essential Skills collection contains
  - math and language arts content contextualized to seven high demand career sectors
  - <u>soft skills</u> 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 | Workplace Essential Skills**

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



Classroom

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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...





Communicating at Work







- 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
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- 21. Interviewing
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- 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



### **What Employers Want**

Listen to these employers from various industries explain what they are looking for in job seekers.



Video: What Employers Want

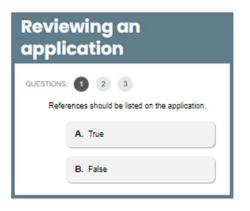


### **Sample Application**

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:		



**Sample Application** 





DESCRIPTIVE VIDEO

<u>Video:Resume</u>



### 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 webdevelopment 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

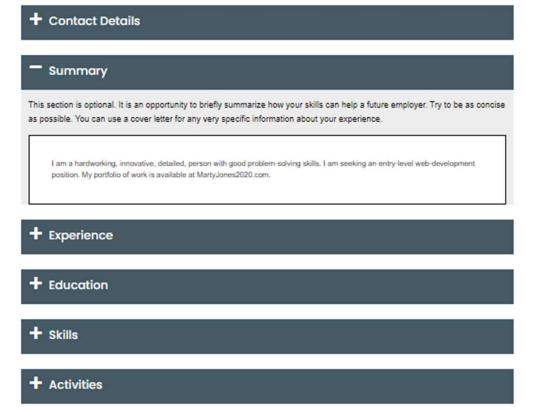
I did my best work in my computer science classes. I also worked the technology support desk during my Junior and Senior years and participated in the Technology Club. JUNE 2016

Sample Resume



### 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.





#### **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.

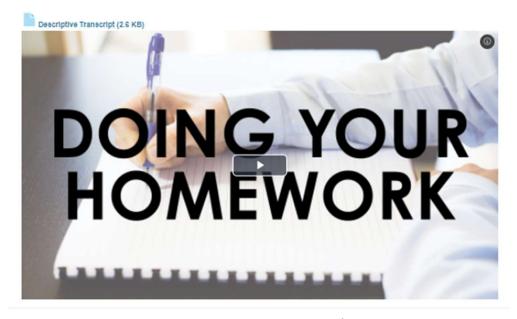
Resume Section	Your Notes
Contact Details  MARTY JONES 5776 Mitchell Road, Lexington Kentucky 40509 · (555) 888 -2003 Email · MartyJones@windridge.com	
Summary  I am a hardworking, innovative, detailed, person with good problem-solving skills seeking an entry-level web-development position. My portfolio 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	



### **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.



**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, overage pay, work environment, and projected number of job openings over a five-year period.





# <u>Sample Video – Construction Trades</u>



# **Construction Career Pathways**



KENTUCKY'S CONSTRUCTION INDUSTRY
Construction Career Pathway

# Online study systems for high school equivalency and workplace prep

• <u>FastForward</u> offers on-demand courses in all four test areas: math, language arts, science, and social studies

• <u>Workplace Essential Skills</u> Online provides effective online lessons for soft skills and job readiness. Content is contextualized within employment sectors with real workplace examples.



# **KET Adult Education**



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