

**Lesson Plan #6—Workforce****Title: Reply to a Job Ad****Designed by: Darlene Borders – Southeastern Illinois College****Introduction:**

This lesson provides an opportunity for students to gain practice in developing job search skills.

**Objectives:**

In this lesson, students will:

- find an ad in the local newspaper
- reply to the ad
- write a short resume

**Session Time:**

30-45 minutes

**Materials:**

- local newspaper
- paper, pen
- stamped envelope

**Methods:**

Discuss jobs that may be available to the student.

Discuss questions the student will need to ask the potential employer.

**Procedures:**

- 1) Have student contact the potential employer. This could be done through role-playing.
- 2) Teach students to also write a letter/resume for potential employers.
- 3) Role play job interviews.

**Conclusion:**

Students will be capable of using job-seeking skills.

**NOTE:** This lesson was developed during the **New Teacher Orientation Workshop** on August 10, 2009 at John A. Logan College.