WHERE TO LOOK FOR A JOB



NEWSPAPER ADS

Many employers pay to have their ads listed in the newspaper. The Sunday papers will carry the greatest number of ads, but the daily papers also list job openings. Some newspapers separate the ads by job categories -- General Help, Business (Clerical) Help, Sales Help, Medical Help, and Professional Help.

To better understand Want Ads, if might be helpful to you to become familiar with the language you find in ads. The following list of abbreviations will help you to read ads and spot the jobs you are interested in much more quickly.

LIST OF DEFINITIONS

Ability a skill; power to do something special

Advancement being promoted; moving up in your job or getting another job

at a higher level

Apprenticeship period during which a person learns a trade (plumber, chef)

Aptitude a natural ability or talent

Career occupation, job

Certification a license; something that proves that you have passed a course

or a test and have shown that you can work in certain

occupations.

Clerical duties such as filing and typing

Fringe Benefits advantages offered to employees such as paid vacations,

health insurance, etc.

Manual Dexterity skill in using your hands

Mechanical having to do with tools, machines, or engines

Shift Work work in which one group of people works for a period of time,

usually eight hours, and then is relieved by another group of people, who work for the next time period. Nurses, police officers, telephone operators, and firemen work on shifts because the services they provide are needed 24 hours a day.

Union an organization of workers formed to protect the rights (such

as wage and fringe benefits) of its members

LIST OF ABBREVIATIONS

am morning
appt. appointment
asst. assistant
clk. clerk
co. company
dept. department
dir. director

EOE Equal Opportunity Employer

etc. and others
eve. evening
exp., exper. experience
fringe fringe benefits

hr. hour k thousand lic. license med. medical

mfg, manuf. manufacturing or manufacturer

mgmt. management min. minimum manager mngr, mgr. national natl. office ofc. afternoon pm PT part-time ref. references

req. required, requirements

secty., sec'y, sec.secretarysupr.supervisortemp.temporarytrnee.traineewk.weekwkends.weekends

wpm word per minute (usually refers to typing)

yrs. years



Utilize your knowledge about the language and abbreviations used in the Help Wanted sections. Look through our ads on the next page for jobs which might be of interest to you. Then answer the questions on page 76.



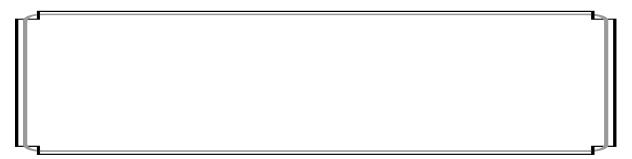


HELP WANTED

Cooks & Dishwashers. PM Hours. Apply in person between 3 pm - 5 pm at Rich's Restaurant, 50 Emily Boulevard, Boston. NO PHONE CALLS. Baker's Helper. Entry level pos. Willing to train. Apply in person at John's Bagel Store, 100 Leslie Square, Boston. EOE. FLIGHT ATTENDANTS MAJOR AIRLINE. Send resume to Human Resources- FA, SKY FLY, 1000 West Street, Boston, MA 02213. EOE. 617-000-0003. Fundraising Telemarketers. Earn up to 12.50 an hour while helping environmental causes. No exp. nec. College students welcome. Evenings, Sun - Thurs. Call Dave at Dialing for Dollar\$, 617-000-0005 after 2 pm. EOE. Hairstylist's Ass't For busy salon. Apply in person at Chez Coiffure, 32 Main Street, Boston, 617-999-9999. Beauty school students welcome Great opp!! Nurses' Aides for Nursing Home. PM, 2nd shift, benefits. Send resumes to Rest House, 28 Ocean Avenue, Lynn, MA 01898. 617- 333-3333. SUMMER JOBS. Housepainters wanted. No exp. nec. College students & h.s. seniors welcome. Evenings, Sun - Thurs. Call Susuan at 617-000-0001. EOE. FLIGHT ATTENDANTS MAJOR AIRLINE. Send resume to Human Resources- FA, SKY FLY, 1000 West Street, Boston, MA 02213. EOE. 617-000-0003. PIZZA, PIZZA!! You looking for work? You looking for work? You looking for a prep cook. 4.75hr. No exp. nec. Apply at Luigi's, 1 Kelly Blvd, Boston's North End. 617-777-0000. Exp. Receptionist needed for busy office. Good comm skills, filing, some typing. Send resumes to Rest House, 28 Ocean Avenue, Lynn, MA 01898. 617- 333-3333. Cashier's wanted for supermarket. Team worker, friendly, able to work in fast paced environment. See Sam at Super Shop, 213 Main St. Applications in person only. SUMMER JOBS. Housepainters wanted. No exp. nec. College students & h.s. seniors welcome. FIP Mours. Good after Scherick, Schol, 17-000- Carpenter. 12/hr. Own transportation, ovn tools. 2-4 yrs. experience nec. Non-union nembers welcome. Call Joe at 508-444-0009. Exp. Receptionist to start. Kathy's Clothing, 65 Elm Street, Boston, 617-000- 0002. EOE.	T 10 1 0 11 0	WOUGH OF BANEBO	CALECUEL B VIEEDED
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1100 00 1 00 1 00 1 00 1 00 1 00 1 00 1 00 00	Pros at 1-800-123-4567.	617-3421 for interview.	02139. 617-333-0681.



1. Circle the three jobs in the "Help Wanted" section on the previous page which are most appealing to you and list them in the box below.



- **2.** What kinds of experience/training do you need to be considered for each of those jobs? Put your answers beside the name of the job in the box above.
- **3.** How would you apply for the three employment opportunities you circled? (Phone, resume, in-person, etc.) Write you answers below.

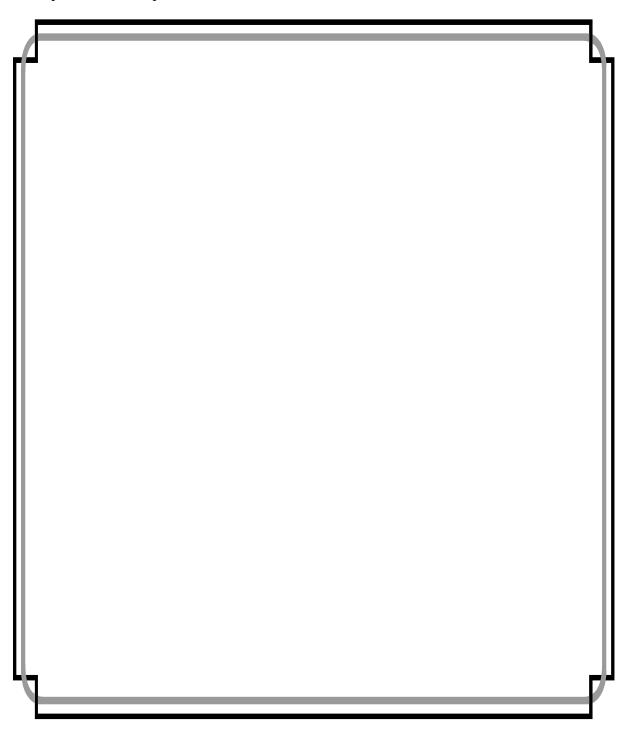
Job #1:

Job #2:

Job #3:



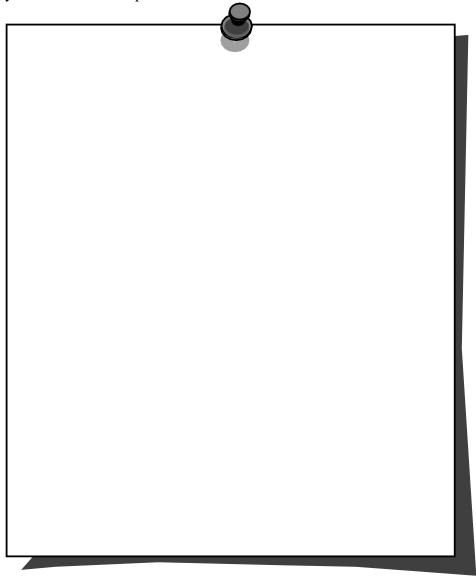
Search your local newspaper for jobs which might be interesting to you. Cut out at least 2 jobs and tape them in the space below.





You can create your own poster or flyer that identifies the service you will provide. If you are willing to provide a service (such as dog-walking, lawn-mowing, car-washing, or baby-sitting), this may be a great way to find jobs. Try to make your ad neat, attractive, and eye catching.

Try writing your own ad in the space below.



DEPARTMENT OF EMPLOYMENT AND TRAINING

The Department of Employment and Training can not only give you information about possible job openings, but also can help you with your career planning.



Visit your local Department of Employment and Training office and find out how to use the services offered.

RELATIVES AND FRIENDS

People who know you and currently have jobs may know about openings or ways to get through to someone who can hire you. Even if they don't know of any job openings right now, ask them to keep you in mind for when jobs do become available.

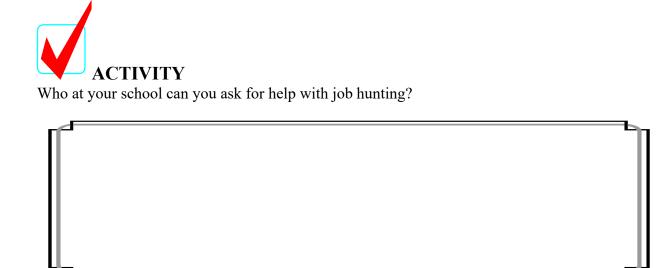


List some friends and/or relatives you can contact about job opportunities:



SCHOOL (TEACHERS/GUIDANCE COUNSELORS)

Teachers and guidance counselors may know of job openings in your community. Employers may contact your school to ask for referrals of students looking for work. In addition, teachers and guidance counselors can sometimes help match your skills with a job.



HELP WANTED SIGNS

Many businesses, especially stores and restaurants, put help wanted signs in their windows. Be on the lookout for them and ask friends and relatives to look, too.

COLLEGE FINANCIAL AID OFFICE

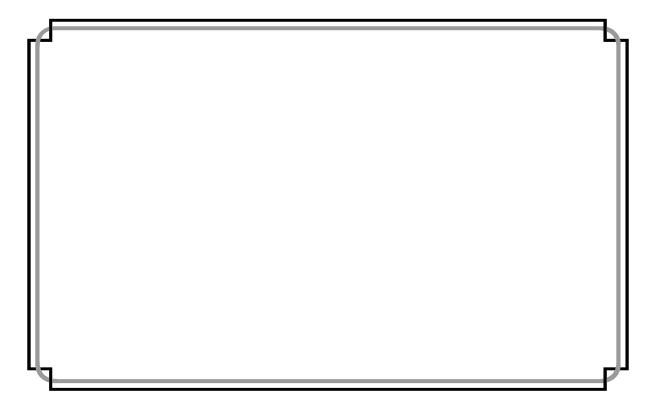
Most colleges and universities have work-study or job placement programs that are administered by the financial aid office. Many of these programs are federally financed, so there may be some income eligibility requirements. (This means that only people below a certain level of income can apply for the program).

SUMMER BUSINESSES

There are some businesses that are open just in the summer or hire more people in the summer. Even if these jobs are just temporary, they will provide valuable work experiences and references as well as a paycheck. Summer businesses include amusement parks, recreation centers, summer camps, golf courses, summer restaurants, etc.



List some summer businesses you can contact about employment opportunities.



Independent Living Skills – Page 11

 $Mass a chusetts \ Department \ of \ Social \ Services - PAYA \ Module \ 3$