

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, it 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
mngr, mgr.	manager
natl.	national
ofc.	office
pm	afternoon
PT	part-time
ref.	references
req.	required, requirements
secty., sec'y, sec.	secretary
supr.	supervisor
temp.	temporary
trnee.	trainee
wk.	week
wkends.	weekends
wpm	word per minute (usually refers to typing)
yrs.	years



ACTIVITY

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

<p>Food Service, Cashiers, Servers, Cooks & Dishwashers. PM Hours. Apply in person between 3 pm - 5 pm at Rich's Restaurant, 50 Emily Boulevard, Boston. NO PHONE CALLS.</p>	<p>HOUSE CLEANERS Reliable, punctual, experience necessary. Flexible hours. Call Susan at 617-000-0001. EOE.</p>	<p>SALES HELP NEEDED Small retail store is taking apps. for 3 PT positions. 6.50/hr to start. Kathy's Clothing, 65 Elm Street, Boston. 617-000-0002. EOE.</p>
<p>Baker's Helper. Entry level pos. Willing to train. Apply in person at John's Bagel Store, 100 Leslie Square, Boston. EOE.</p>	<p>FLIGHT ATTENDANTS MAJOR AIRLINE . Send resume to Human Resources-FA, SKY FLY, 1000 West Street, Boston, MA 02213. EOE. 617-000-0003.</p>	<p>Fast Food restaurant. Counter help needed. Saturday & Sunday. 7 AM & 9 PM. 4.50 hour. Will train. Call Jim 617-000-0004.</p>
<p>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.</p>	<p>PIZZA, PIZZA!!! You looking for work? We're looking for a prep cook. 4.75/hr. No exp. nec. Apply at Luigi's, 1 Kelly Blvd, Boston's North End. 617-777-0000.</p>	<p>Carpenter. 12/hr. Own transportation, own tools. 2-4 yrs. experience nec. Non-union members welcome. Call Joe at 508-444-0009.</p>
<p>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!!</p>	<p>Nationally recognized temporary emp agency looking for summer help. PT & FT. Same day pay. Call Jennifer at 617-999-3344.</p>	<p>Exp. Receptionist needed for busy office. Good comm skills, filing, some typing. Send resume to Office, 2 Bay Street, Cambridge, MA 02338. NO CALLS PLEASE. EOE.</p>
<p>Nurses' Aides for Nursing Home. PM, 2nd shift, benefits. Send resumes to Rest House, 28 Ocean Avenue, Lynn, MA 01898. 617-333-3333.</p>	<p>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.</p>	<p>Days. Maintenance Worker at for Buildings & Grounds at local coll. Flex time, 7.00/hr. Call Steve or Mike at 617-627-8855.</p>
<p>SUMMER JOBS. Housepainters wanted. No exp. nec. College students & h.s. seniors welcome. Earn up to \$100/day. Call Paint Pros at 1-800-123-4567.</p>	<p>Drycleaners. Help Wanted. Will train. P/T PM hours. Good after school job! Call Frank at 617-3421 for interview.</p>	<p>MANAGEMENT TRAINEES Join fast-growing insurance co. Send resume to Personnel, Fire & Life, 300 Broadway, Camb. 02139. 617-333-0681.</p>



ACTIVITY

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 your answers below.

Job #1:

Job #2:

Job #3:



ACTIVITY

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.

A large rectangular frame with a double-line border. The inner border is black, and the outer border is gray. The corners of the frame are rounded, and there are small rectangular tabs at each corner, suggesting it is designed to hold a piece of paper or a cutout.

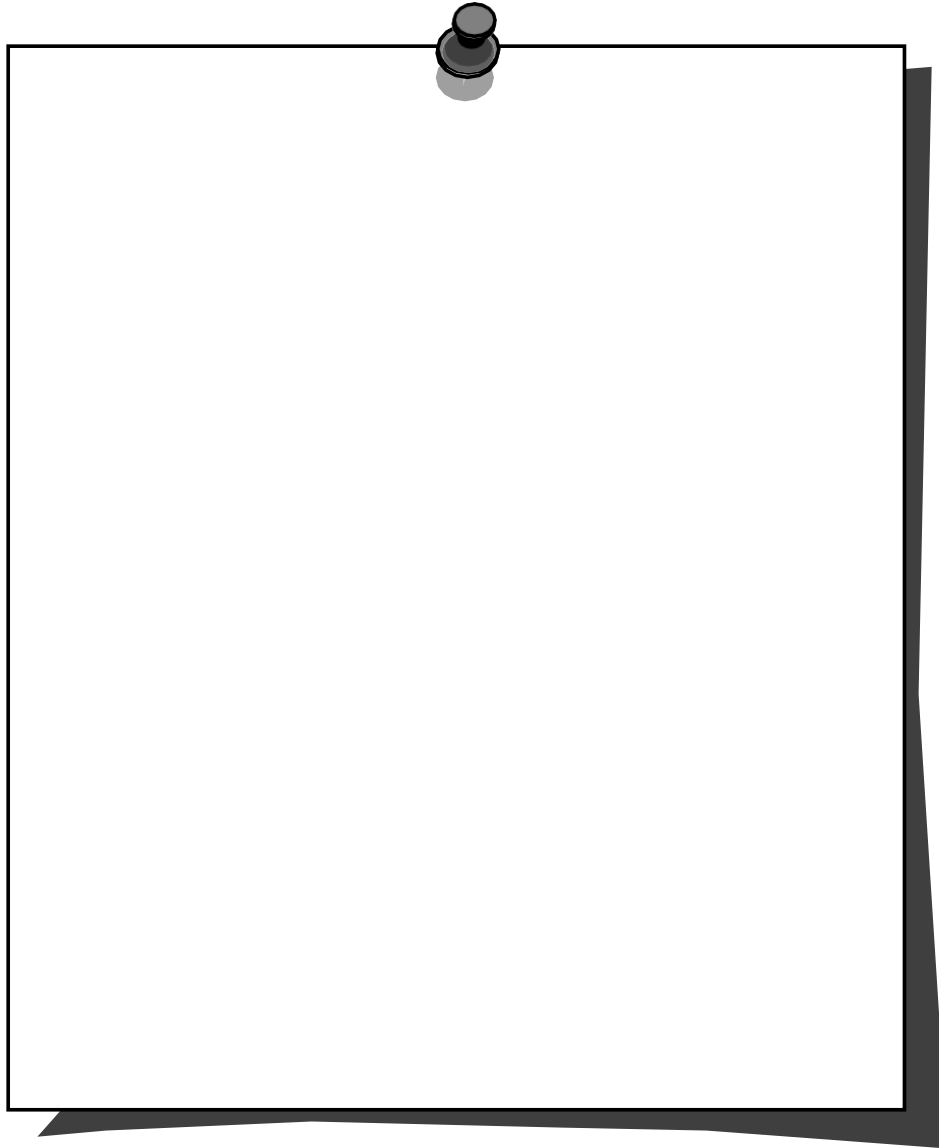


ACTIVITY

Create Your Own Ad

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.



ACTIVITY

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.



ACTIVITY

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.



ACTIVITY

Who at your school can you ask for help with job hunting?

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.



ACTIVITY

List some summer businesses you can contact about employment opportunities.

A large, empty rectangular box with a double-line border. The inner border is black, and the outer border is gray. The corners of the box are rounded, and there are small square notches at each corner, suggesting it is a template for a list or notes.

