Lesson Plan #6—Workforce
Title: Reply to a Job Ad
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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.