



ON THE HUNT

After watching the *JA It's My Future* Session 5 volunteer video, reflect on the lesson and review the concepts and vocabulary. Complete the following activity. You may also be assigned the writing assignment or choose to practice your writing skills on your own.

Think About It:

- Do you know how your parents or other adults looked for a job and got hired?
- Have you ever looked through want ads or an online job search site?
- How does the work experience you gain now prepare you for future employment?

Try It:

Create a resume using an online resume builder.

- Search online for a resume builder and choose one that works for you.
- Investigate the site, experimenting with several templates.
- Choose a resume template and fill it out.
- Use your current name and experience. Structure your resume to include information about your academics, activities, volunteer work, and any jobs you have had.
- Use strong evidence in your resume. Be specific about what you have created or accomplished.
- Proofread and edit your resume. Be sure there are no errors in grammar, usage, or mechanics. Do not make errors in spelling or capitalization. Potential employers will notice them.
- Print out the resume and share it with a teacher, friend, or family member.

Practice Your Skills:

Prepare a cover letter for your resume. Remember that a cover letter is likely your first introduction to a potential employer. Explain why you are interested in the company, what qualities you have that would benefit the company, and any other significant details that were not covered in your resume.

- Use the style for a business letter.
- Use standard written English. Be polite and professional. Do not use slang or texting language.
- Proofread your letter.