

# Applying for a Job



Written by: Peggy Dunham



## Literacy Focus

### Suggested Level: Early Reader

(Note: These books have not been levelled using standardized book levelling systems. See back cover for our suggested level.)

### Word Count and Vocabulary

Word Count: 374 words

High Frequency Words: *were, where, first, want, them, there, any, should, why, try, think, might, our, about, again, please, right, now, good, while, until, people, sure, both, work*

### Reinforcing Decoding Skills

Decoding Multisyllabic Words: *suggested, theatre, disappointed, openings, equipment*

Synonyms: *said, asked, added, replied, suggested*

### Book Introduction Considerations (based on student need)

Meaning	Structure	Visual
<p>p.1 apply, theatre</p> <p>p.4 job openings</p> <p>p.5 manager, resume</p> <p>p.8 equipment</p> <p>p.10 hiring, experience</p> <p>p.11 interview</p> <p>p. 12 employed</p>	<ul style="list-style-type: none"> <li>• Contractions: <i>don't, let's, I'm, isn't, we'll</i></li> <li>• Inflectional endings: -<b>ed, -ing</b></li> <li>• questions (<i>Where should ..., Why should..., Do you have...</i>)</li> <li>• Glossary</li> </ul>	<ul style="list-style-type: none"> <li>• want/went, try/ tried, think/thank</li> <li>• Compound words: <i>nobody, maybe</i></li> <li>• Callouts: speaking, thinking</li> <li>• <i>Italics</i></li> <li>• Calendar</li> <li>• Resume</li> <li>• \$ money</li> <li>• Punctuation ? ! “ ”</li> </ul>

# Applying for a Job

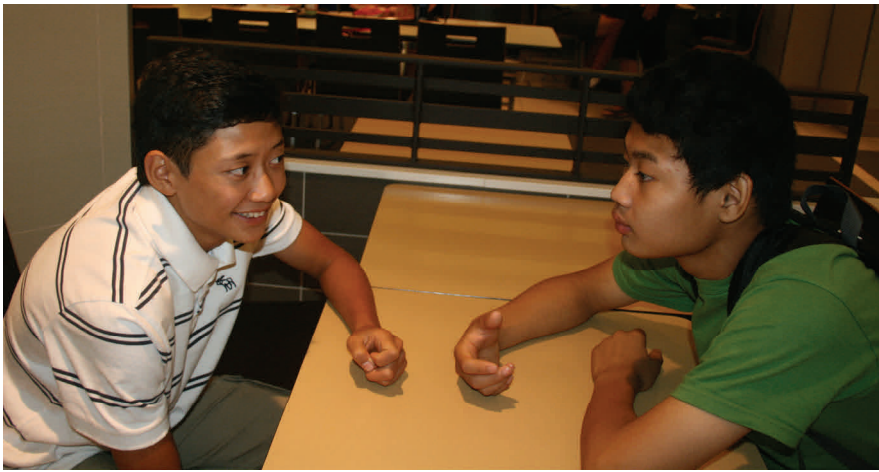
Written by: Peggy Dunham

Student Contributors: Nay Moo & The Gre

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**Designed by:** Jeffery Robinson

**Edited by:** Moyra Bartlett & Jean Hambleton



Nay Moo and Htee Gre [*tee-gray*] were looking for a job.

"Where should we **apply** first?" asked Htee Gre.

"Let's try the movie theatre," said Nay Moo.

"I think it would be fun to work there."



At the theatre, they went up to the ticket counter.

"I want a job," said Nay Moo.

"Me too," added Htee Gre.

The man at the counter looked at them.

"We don't have any jobs," he said.

"Besides, nobody will **hire** you if you just say you *want* a job. Why *should* we hire you?"



Htee Gre and Nay Moo were disappointed.  
"Let's try the candy store," Nay Moo said.



Htee Gre went up to the counter.  
"Hi," he said. "My name is Htee Gre.  
I think this is a great store. I like the  
candy you sell. Do you have any  
**job openings?"**

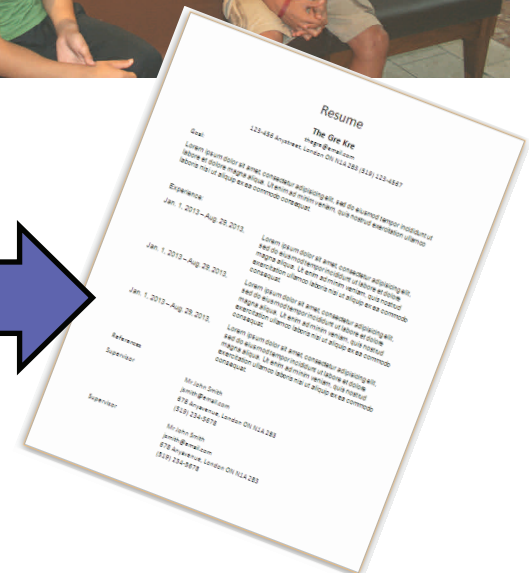
"We might," said the man "but our **manager** isn't here.

Leave your **resume** with me."

"I don't have a resume," replied Htee Gre.



"Maybe we should do this later," suggested Nay Moo. "Let's think about where we want to work and make up a resume."





Two weeks later, the boys tried again.

Nay Moo went to the sports store.

"May I speak to the manager please?"

he asked.

When the manager came out, Nay Moo

said, "Hi. My name is Nay Moo.

Do you have any job openings?"

"Not right now," said the manager.

"Why do you want to work here?"

"I know a lot about sports and sports equipment. I think I would do a good job selling it," Nay Moo replied.

The manager smiled and took Nay Moo's resume.



While Nay Moo was at the sports store, Htee Gre went to the food court. Htee Gre waited until the line-up of people was gone.



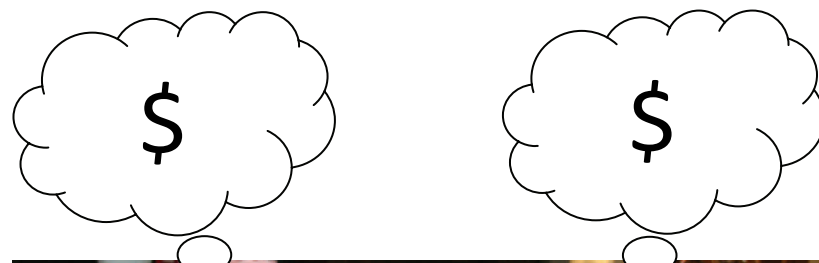
He went over to the manager and smiled at him. "Hello," he said. "My name is Htee Gre. I am wondering if you are hiring. I have some experience working with food and I'm a hard worker. May I give you my resume?"



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 2:30	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

"Sure," he said. "Can you come on Friday at 2:30 for an **interview**?"

"Yes!" said Htee Gre. "Thank you!"



Htee Gre and Nay Moo were both happy.

"I think we'll be **employed** soon," said Nay Moo.



# Glossary

<b>apply</b>	to ask a business for a job
<b>employed</b>	you are working and getting paid
<b>hire</b>	when someone gives you a job, they "hire" you
<b>job openings</b>	there are jobs for people
<b>interview</b>	when you talk to someone to get a job
<b>manager</b>	boss, someone who controls the work and the staff of a business
<b>resume</b>	a paper you give to an employer that tells them about your education and things you do well

# Financial Literacy

## Financial Skills

- Identify personal skills and accomplishments in order to produce a resume
- Follow a template to produce a resume
- Practice social skills for the work environment and role-play how to apply for a job

## Building Financial Knowledge

Applying for employment is a life skill all individuals need to develop. Planning ahead before applying for a position will help improve results. Job applicants need to know their skills and abilities and be able to communicate them to the employer so that the employer will see the benefit in hiring them. Politeness, patience and perseverance are all important skills for job seekers.

### Applying for a Job

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# Think and Talk:

What do you need to do to apply for a job?



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Ontario Ministry of Education Guided Reading PM Intervention	Emergent					Early																					
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