**![C:\Users\ke030\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S0GESCUW\MC900060151[1].wmf]()Finding a Job WebQuest**

**Introduction:**

Beginning the job hunt can be both exciting and stressful and should not be undertaken lightly. You need to know how to find and apply for jobs as well as interview for them. Preparing for these activities is crucial for success in the job market. Before completing the task, fill out the K and W on the KWL chart. For the K, list things that you already know about job hunting and for the W list things you would like to learn about job hunting.

**The Task:**

To help you to be successful in obtaining a job and introduce you to the job hunting process, this WebQuest will focus on the things you need to know about job hunting. You will use the internet to research for information to answer the following questions:

* ![C:\Users\ke030\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S0GESCUW\MC900058944[1].wmf]()What are ways to find job leads? Which ones prove to be effective?
* What is the purpose of a personal fact sheet and what information should be included on one?
* What is a job application and what purpose does it serve?
* What is a resume and what purpose does it serve? What information should be included on a resume?
* What is a cover letter and what purpose does it serve? What information should be included in a cover letter?
* What is the purpose of interviewing? What are some common questions asked? What are some tips and guidelines for interviewing?

With your findings, you will create one of the following…

* A brochure (use template in Microsoft Publisher- include pictures to make it visually appealing)
* A slideshow (use Microsoft PowerPoint- select a design to make it visually appealing)
* A newsletter (use Microsoft Publisher- include clipart that relates to make it visually appealing)
* A graphic organizer (use ActivInspire or find a graphic organizer online to use)
* A speech (use Microsoft Word to type your speech- be sure to include an introduction, body, and conclusion)
* A newspaper or magazine article (use template in Microsoft Publisher or type in Microsoft Word using columns- include a graphic that relates)

**The Process:**

To complete the task above successfully, follow these steps:

1. Fill out K and W on KWL chart
2. Research online for information to answer the above questions. The following web sites provide good sources of information on job hunting (you are not limited to these websites):
	1. <http://www.sdmylife.com>
	2. <http://jobsearch.about.com>
	3. <http://career-advice.monster.com>
3. ![C:\Users\ke030\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TDJQP7BI\MC900105172[1].wmf]()Determine how you will present your information from the list above
4. Complete your product
5. Fill out L on KWL chart
6. Submit for grading

**Conclusion & Reflection:**

When finished, fill out the L on the KWL chart by listing things that you have learned about job hunting. Upon completion of this WebQuest, you are now familiar with the job search process and some of the key concepts we will learn about in this course.