

Why should we hire you? – How to successfully apply for a student job

Nach einer Idee von Andrea Hielscher, Straubing und Carol Renner, Haus

Wo finde ich einen Ferienjob? Wie bewerbe ich mich erfolgreich? Und wie bereite ich mich am besten auf das Bewerbungsgespräch vor?

Spätestens wenn die Sommerferien vor der Tür stehen, werden sich auch einige Ihrer Schüler diese Fragen stellen. In der Einheit lernen sie systematisch Schritt für Schritt, wie sie nach einer Stelle suchen: Sie erstellen einen Lebenslauf, suchen nach einem passenden Job, verfassen ein Bewerbungsanschreiben und finden anschließend treffende Antworten auf Fragen, die häufig in Vorstellungsgesprächen gestellt werden.



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Das Wichtigste auf einen Blick	
<p>Kompetenzen</p> <ul style="list-style-type: none"> – den Aufbau und den Inhalt von Lebensläufen und Bewerbungsanschreiben kennen – einen eigenen Lebenslauf und eine eigene Bewerbung schreiben – Texten Informationen entnehmen – das Hör-Seh-Verstehen trainieren 	<p>Dauer</p> <p>7 Schulstunden</p> <p>Niveau</p> <p>B1/B2</p> <p>Ihr Plus</p> <p>übersichtliche <i>How to sheets</i> zum Erstellen von Lebenslauf und Bewerbungsanschreiben</p>

6./7. Stunde: Preparing for a job interview	
Material	Verlauf
M 9	Interview questions – an evaluation / häufig gestellte Fragen in einem Vorstellungsgespräch kennenlernen und die Antworten darauf bewerten
M 10	Good answers in a job interview – reading a text / einen Text über passende Antworten auf Fragen im Vorstellungsgespräch lesen; die eigene Bewertung anpassen
Stundenziel:	Die Schüler wissen, welche Fragen in einem Vorstellungsgespräch vorkommen können und wie sie darauf antworten.



Sie finden alle Materialien im veränderbaren Word-Format sowie Materialien zur Differenzierung auf der **CD RAAbits Englisch Berufliche Schulen (CD 30)**.

Materialübersicht

1. Stunde Gaining work experience as a teenager

M 1 (Ws) Classroom survey – your previous work experience

M 2 (Ws) How to get your first job – audio-visual comprehension

2. Stunde Finding a summer job

M 3 (Ws) Common summer jobs for students – finding in the guide

3. Stunde Writing a résumé

M 4 (Ws) How to write a résumé – reading a text

M 5 (Ws) How to write a résumé – writing your own text

4. Stunde Composing a cover letter

M 6 (Tx) Writing a cover letter – getting on with it

M 7 (Ws) Examining cover letters – you are the expert!

5. Stunde Writing an application

M 8 (Ws) Applying for a job – write your own application

6./7. Stunde Preparing for a job interview

M 9 (Ws) Interview questions – an evaluation

M 10 (Tx) Good answers in a job interview – reading a text

Bedeutung der Abkürzungen

Tx: Text Ws: Worksheet

Zusatzmaterialien auf CD 30 bzw. in der ZIP-Datei

M9_Zusatz_B1 (zusätzliches Material, in dem der Inhalt der Hör-Seh-Verstehensaufgabe wiederholt und vertieft wird)

M7_Zusatz_B1 (zusätzliches Material mit Beispiel für ein Musterschreiben)

M8_Zusatz_B1/B2 (zusätzliches Material mit einem weiteren Beispiel für ein Stellenangebot)

M10_Zusatz_B2 (zusätzliches Material mit Karikatur für den thematischen Einstieg)

M12_Zusatz_B2 (zusätzliches Material mit Rollenkarten für ein Vorstellungsgespräch)



Classroom survey – your previous work experience

M1

What are your classmates' experiences with summer jobs or voluntary work? Interview them!

Tasks

1. Interview your fellow students to find answers to the questions a)–g) on the survey. Note down the number of times each multiple choice answer is given by your fellow students as well as their answers to the questions.
2. Form groups of three or four and compare your results. Summarise the kinds of work experience found among the students in your class. Use the information from your survey and write a text of about 100 words.



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Names of my interview partners:

a) Have you ever worked for pay?

Yes: _____

No: _____

b) Have you ever done work without pay?

Yes: _____

No: _____

c) How did you find your job?

Family/friends: _____ Newspaper: _____

Internet: _____ Community: _____

Other: _____

d) What kind of work have you done?

e) What was the hardest part of your work?

f) What was the most positive aspect of your work?

g) All in all, was the experience a successful one? Give reasons.

Yes: _____

No: _____

M 4 How to write a résumé – reading a text

The résumé, or curriculum vitae (CV for short), is simply a tabular presentation of facts regarding your education, skills, interests, and any relevant work experience you may have had. It is intended to give a prospective employer basic information about you, and it generally conforms to a specific style and structure. The text below describes five important skills that students can mention in their résumé.

Resume Skills for High School Students

Types of Skills High School Students Have

Your resume can include skills that you have learned in school, in extracurricular activities, in sports, and in volunteering. For example, if you have played football, soccer, basketball, or other sports, you have teamwork skills. Were you the captain? You have leadership skills.

Have you taken a computer class or taught yourself how to use software programs? You have computer skills. Almost everyone has some level of communication skills. If you can carry on a conversation, present in class or write a paper for school, you are communicating.

When you have successfully juggled personal activities with schoolwork, you're flexible and dependable. Did you work on a group project? You have collaboration skills. Do you babysit or mow a neighbor's lawn? You are reliable and dependable.

Top 5 High School Student Skills

Below are five skills that almost every high school student has and that almost every employer is looking for.

1. Communication Skills

Communication is a skill that refers to your ability to both convey information to others and to listen. This skill includes oral and written communication.

Every student has some experience developing their communication skills. Have you given any class speeches or presentations?

Then you have developed your oral communication skills. Have you taken any courses involving writing? Then you have developed your communication skills. [...]

2. Dependable/Responsible

Employers are looking for teenagers who are mature, and whom they can rely on to show up on time and get the job done. Emphasize your responsible nature. Have there been times when you were given additional responsibilities (in work, school, or even sports) due to your dependable character? Include examples of these in your job application.

3. Quick Learner

Employers typically don't expect high school students to know all the skills they need for a job right away. However, they will expect you to pick up new skills quickly. Emphasize times in the past that you picked up on a new skill or technique with ease.

4. Teamwork

Many jobs for high school students involve working on a team, whether as part of the wait staff at a restaurant or as a co-counselor at a summer camp. Include in your resume examples of times that you worked well as part of a team, such as a sports team, club, or music group.

5. Technology Skills

Employers are always looking for employees who are good with technology, and luckily, many high school students have that skill set. If you have any experience (either in school or through extracurricular activities) working on particular computer programs, or doing any other



M 7 Examining cover letters

Below you will find a job advertisement for camp counsellors in a summer camp.

Task 1: Highlight the important information that an applicant should be aware of in order to decide whether he is suited for the job. State the requirements that applicants have to meet.

Camp counsellors being hired for the new season!

Summer camp in America is one of the best ways of working and travelling abroad.

Camping season: June 15th to August 27th
 Important: You must be available for the entire camping season.
 You must be over 18 years of age when camp begins.
 You must not have a criminal record.

What does a counsellor do?

Summer Camp Counsellors live in the same cabins with their campers and accompany and supervise their group throughout their day's schedule. They organize games and all sorts of outdoor activities, including swimming, horseback riding, team sports, survival skills and much more. A really good Camp Counsellor will love working with children, have a variety of general skills, and will have one or more specific skills they can share with their campers.

If this description fits you, apply to:

Margaret Whitney, Camp Personnel Manager
 Margaret Whitney, Camp Personnel Manager
 Lake Winnebasco Summer Camp
 431 Coastal Road
 Winnebasco, Wisconsin 53703
 USA
 WinnebascoCamp@wisc.com



Task 2: Together with a partner: Imagine you were responsible for hiring the right applicant for the position of camp counsellor. Read and compare the two cover letters A and B below.

Answer the questions a)–c): **a)** Which candidate makes a better impression on you? Explain why. **b)** Which candidate would you rather not hire? Give at least three reasons. **c)** How could the applicant you have turned down improve his or her letter? Give at least three examples.

Cover letter A

Susanna Kunstmann
 Flurstraße 29
 90750 Fürth
 susi3400@gmx.net

Dear Sir or Madam,

I want to apply for the job of Camp Counsellor at Winnebasco Summer Camp. According to your website, you are one of the biggest and best camps in the northern United States, offering exclusive activities like horseback riding. I think that camp counsellors at Winnebasco must have a lot of fun along with their hard work. I would also like the opportunity to spend some time in the United States as I have never yet been abroad. This would be an important experience in preparing me for my future career as a natural scientist. Presently, I am in year 11 at a German high school, and I hope to study biology and chemistry when I go to university at the end of year 12.

During school breaks I have sometimes been asked to monitor the younger pupils in the schoolyard, so I know how to make sure that they do not misbehave. Sometimes I agree with the teachers that parents today aren't teaching their children as much discipline as they used to. I feel sure I will be able to organise campers in group activities and games as well as make certain that they obey the rules and are quiet in the cabins after lights out at night. I also regularly babysat my neighbour's three- and five-year-old children, being responsible for reading to them and putting them to bed.

I will be available to work from the beginning of July. My training and skills in various sports as well as my experience as a babysitter will make me a competent counsellor, and I am sure I would enjoy being at Winnebasco. Please to hear from you soon. Thank you for considering my application.

Yours faithfully,

Susanna Kunstmann
 Susanna Kunstmann



Burger Queen

If you have the will to grill,
you're ready for Burger Queen.
We sell the best hamburgers in
the world. We are looking for staff members
who are motivated, team-oriented, friendly,
dependable and driven to providing
excellent service.

Job Title: Team Member
Minimum Age: 16+ years old
Job Type: Full-time, Part-time
Contact: Jonathan Hardy

Burger Queen
231 Main Street
Cincinnati, Ohio 45280
Telephone: 404 123654
Email: HardyBQ@Ohio.net

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Erläuterungen (M 8; 5. Stunde)

In dieser Unterrichtsphase wenden die Lernenden ihr erworbenes Wissen an, indem sie eine **eigene Bewerbung** schreiben.

Zu **Beginn** schreiben Sie „**Tips for writing a good application**“ als stummen Impuls an die Tafel. Die Schüler sammeln in der Unterrichtsgeschichte Tipps, die Sie an der Tafel notieren. Den Tafelanschrieb vergleichen die Lernenden mit M 8 und ergänzen den Kasten gegebenenfalls.

Aus den drei Stellenanzeigen wählen die Lernenden diejenige aus, die ihnen am meisten zusagt, und schreiben eine Bewerbung, die einen **Lebenslauf** sowie ein passendes **Anschreiben** enthält.

Tipp: Auf der beiliegenden CD 30 befindet sich ein **weitere Stellenangebot**, das Sie den Lernenden zusätzlich austeilen können.



Ein bis drei Schüler lesen ihre Bewerbung im Plenum vor. Die Zuhörer geben ihnen mithilfe von Tipps ein differenziertes Feedback.

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