

Student Name: _____

Class: _____

Due Date: _____

Introduction

Welcome to this worksheet on teen jobs and the American workforce. This worksheet is designed to help you learn about the importance of having a part-time job, how to write an effective application letter, and how to prepare for a job interview.

Section 1: Multiple Choice Questions

Choose the correct answer for each question:

1. What is the main purpose of a resume?

- a) To introduce yourself to an employer
- b) To list your work experience and skills
- c) To explain why you want to work for a company
- d) To provide references

Answer: b) To list your work experience and skills

2. What is the best way to find a part-time job?

- a) By asking friends and family for job leads
- b) By searching online job boards and career websites
- c) By visiting local businesses and asking about job openings
- d) All of the above

Answer: d) All of the above

3. What is the most important thing to include in an application letter?

- a) Your name and contact information
- b) Your work experience and skills
- c) Your education and qualifications
- d) Your reasons for applying for the job

Answer: b) Your work experience and skills

Section 2: Short Answer Questions

Answer each question in complete sentences:

1. What are some benefits of having a part-time job as a teenager?

2. What are some common types of part-time jobs available to teenagers?

3. What is the purpose of a cover letter, and how is it different from a resume?

Section 3: Essay Question

Choose one of the following essay questions and write a well-structured essay response:

1. What are some skills and qualities that are valuable to employers in the American workforce? How can you develop these skills and qualities as a teenager?

2. Describe a time when you had to work with a team to complete a project or task. What did you learn from the experience, and how can you apply it to a part-time job?

Section 4: Activity

Create a sample application letter and resume for a part-time job that you are interested in. Make sure to include your work experience, skills, and education, and tailor your application letter to the specific job description.

Section 5: Reflection

Reflect on what you have learned from this worksheet. What are some things that you can do to improve your chances of getting a part-time job? What are some skills and qualities that you need to develop to be successful in the American workforce?

Conclusion

Congratulations on completing this worksheet on teen jobs and the American workforce. Remember that having a part-time job can be a valuable experience that can help you develop skills and qualities that are essential for success in the workforce. Good luck with your job search!

Online job boards and career websites:

- Indeed
- LinkedIn
- Glassdoor

Resume-building tips and templates:

- Resume Genius
- Canva
- Microsoft Word

Interview preparation and practice questions:

- Pramp
- Interview Prep
- Glassdoor