Subject
Language Arts

Concept
Self-Evaluation

Grade Level
2 – 3 and 5

National Career Guidelines
Competency IV Awareness of the Benefits of Educational Achievement

Type of Activity
IndividualSecond/ Third Graders with Participation from Individual Fifth Graders

Related Occupations
Administrative Services Secretary Teacher

You're Hired

Intermediate students will write want ads for the primary students to respond to with letters of application.

Materials/Supplies
Paper, pen/pencil, bulletin board

Activity
- Request a fifth grade teacher to work with on this project.

- Have the older students write a want-ad for a job to bring to the second/third grade classroom.

- Post these want-ads on a bulletin board in the lower classrooms.

- Ask each second/third grade student to select an ad and write a letter of application for a job that appeals to him/her. (At least two academic skills needed for the job should be included in the letter of application. Correct letter writing skills, as well as correct spelling, neatness, and punctuation should be emphasized.)

- Return the letters to the fifth grade class, who will schedule an interview with the applicants.

- The fifth grade students will respond by letter to inform the second/third grader of acceptance/rejection and state the reason.

Extension
- If your school has a School-Based Enterprise, use this activity as part of that program.

Evaluation
Students will be evaluated on how well the letters of application were written (correct letter writing skills, as well as complete thought, complete sentences, usage, mechanics, spelling, etc.) and whether they incorporated two or more academic skills essential for the career/job they chose.

Lessons located in Career Development Activities,
Elementary Level CS1100
Order by calling 1-800-654-4502