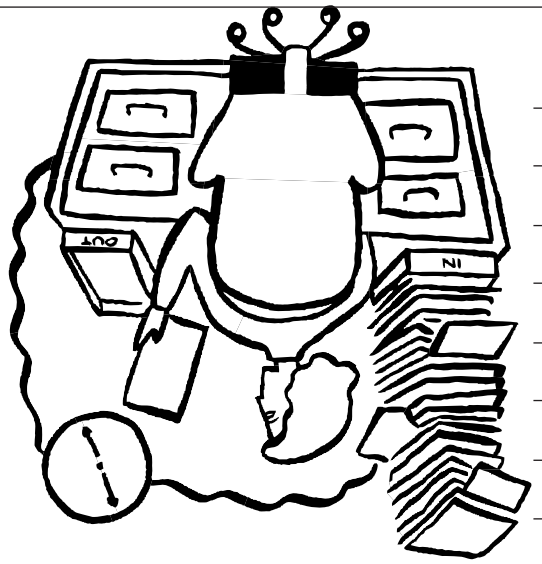
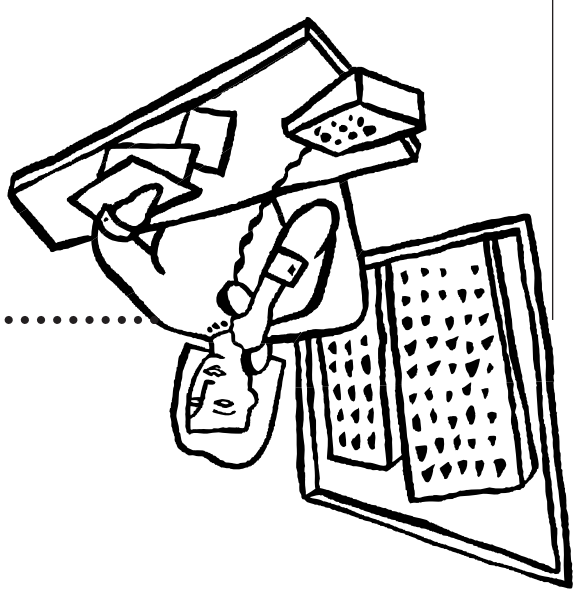


Answers to help wanted abbreviations

FT = full time. (That means a job of about 40 hours each week. Anything less is usually part time.)
Gd = good.
typ = typing.
organ = organizational skills. (that means you have the ability to keep things neat and in good order.)
WORD = can use Microsoft Word, a widely used word-processing program, on a computer.

HS dip = high school diploma.
yrs = years.
clk = clerk.
exp = experience.
pd = paid
ins = insurance.
wks = weeks.
vac = vacation.
EOE = equal opportunity employer (that means that they will hire people of any gender or race)

Read the ad below at least twice and see whether you and your classmates can talk about it and understand the abbreviation code so that you can figure out what the ad says.



Clerk/Secretary — FT, Gd typ/organ skills, phones, filing, WORD exp, HS dip + 3 yrs gen clk exp. Pd health ins, 2 wks vac, free park/close to public transp. Call Teri 555-5555, EOE.

What does each of these abbreviations mean? (Answers can be found in the right column.)

FT = _____ exp = _____

Gd = _____ pd = _____

typ= _____ ins = _____

organ = _____ wks = _____

WORD = _____ vac = _____

yrs = _____ clk = _____

HS dip = _____ EOE= _____

WORD = _____ vac = _____

Answer these questions about the ad.

1. What is the job?

2. Is it for full-time or part-time work?

3. What skills do you need?

4. How far do you need to go in school to qualify for this job?

5. How much vacation do you get each year?

6. Is it easy to get to work? Why?

1. Check out the Help Wanted ads and see whether you can find one job that you could get with the skills you have right now. Write a description of that job. Then find an ad for a job you'd like to have when you are 25 years old. Compare that job to the first one you found. How are they alike and different?

2. Write a letter to someone who might hire you. In the letter, tell that employer what makes you a good person to hire. That kind of letter is called a cover letter.

3. Skim the Classified ads to find out which of these items is advertised — a tractor, a cat, a room to rent, a refrigerator in excellent condition, a pony.