

Seven-Step Job Search

NAME _____

DATE _____

PERIOD _____

Page 1 - See and Try the Seven Steps

This is a classroom simulation. Do not apply, create an account, contact anyone, upload a résumé to an external site, or enter personal information.

THE PATH

1. **Target** an opportunity. 2. **Prepare** truthful materials. 3. **Choose sources**. 4. **Search** with specific words and location. 5. **Screen** the employer, work, qualifications, deadline, and route. 6. **Track** source/date, status, and next action. 7. **Tailor and follow up** through an authorized route.

TRY STEPS 1-4

1. **Target:** What opportunity or skill area are you practicing for?

2. **Prepare:** Check the materials you would prepare later with a teacher or trusted adult.

☐ truthful résumé; [] schedule/availability; [] work samples if requested; [] questions to verify.

3. **Credible sources:** Name two safe starting points.

4. **Search string:** Include role, skill, and location.

Word bank: target/meta · source/fuente · screen/revisar · track/registrar · tailor/adaptar

Use this frame: I would search for [target] using [source/words] because [reason].

Page 2 - Supplied Fictional Posting

BOWIE MEDIA LAB DESIGN HELPER - CLASSROOM PRACTICE ONLY

Organization: Bowie Media Lab (fictional classroom scenario)

Location: Irving, Texas

Source/date: CCE fictional practice card, August 2026

Status: Practice only; no application or contact route exists

Purpose

Help the fictional media lab prepare clear, original visual materials for a student showcase.

Responsibilities

- organize approved text/images in a one-page event flyer;
- create two layout options for a defined audience;
- check spelling, alignment, hierarchy, and source labels;
- revise the selected layout after feedback.

Qualifications for this scenario

- follow a supplied brief and deadline;
- explain one original design choice;
- revise a digital or paper draft;
- keep student information private.

Preferred, not required

- experience with Canva, Adobe Express, Google Slides, or another approved design route.

Practice deadline: Friday at the end of class

Authorized route: submit only to the private Canvas classroom Assignment or teacher-approved paper tray

STEP 5 - SCREEN THE POSTING

SCREEN FIELD	EVIDENCE FROM THE CARD
Two responsibilities	
Two qualifications	
One preferred item	
Fictional-practice proof	

STEP 6 - OPPORTUNITY TRACKER

FIELD	MY RECORD
Target/title	
Organization and location	
Source and capture date	
Deadline	
Status	practice only - not applied
Authorized route	
Next action	

STEP 7 - TAILOR TRUE EVIDENCE

Choose one responsibility from the posting. Use only evidence already true in your résumé or the labeled Jordan practice scenario.

Responsibility I selected:

Résumé bullet before tailoring:

Tailored bullet with action + task + evidence/purpose:

Authorized next action and follow-up plan: Use: Before any real application, I would verify [fact] with [trusted route].