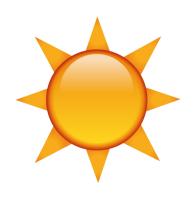
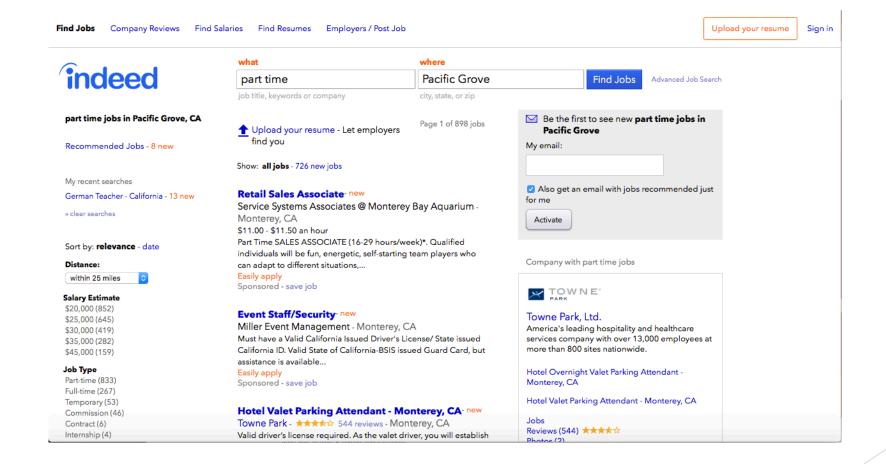
Good morning!

Friday, March 9th



- ► You will need your *phone* for the warm-up this morning!
 - If you do not have your cell phone, please grab a laptop
- Open the Socrative app
 - Or log onto socrative.com
- Student login
 - ▶ Room ID: HETRICK8482
- Answer the question shown on the screen
- *We also need a volunteer for our visitor interview!*

Indeed.com



Part-time job search

- Find a position that interests you!
 - Must be part time
 - Must be in the Monterey Bay area
- Important to note:
 - ▶ Job title
 - ▶ Job description
 - Required experience
 - Salary
 - Contact information



Question brainstorm

- What else would you like to know from the employer?
 - ▶ What would you need to know before applying?



E-mails to employers

- ▶ What do you notice about the example?
 - ▶ What happens at the beginning?
 - ► The end?
 - What happens in the first paragraph?
 - ► The last paragraph?
 - ► Anything that you think should be added?
 - ► Anything that should be removed?
 - Anything else important?

E-mail Structure

- Subject Main reason you are writing
- Greeting
- Message body No more than two-three paragraphs
 - ► First paragraph Introduce yourself
 - **Second paragraph** Explain your request
 - ► Third paragraph Thank and provide next steps
- Closing
- Signature