



Changing life stories

Job Adverts

A National Literacy Trust resource

A good job advert is important to get the person you want. Keep your eyes peeled for real job adverts to give you ideas for your own work.

You will find these:

- In shop windows
- In the newspaper
- On job search websites



Here are two examples of job adverts. You can borrow words and phrases you like in your own advert.

BABY SITTER WANTED

We are looking for a baby-sitter for our 2 year old child.

You must be over 14 years of age and be a reliable person. Some experience of looking after children would be an advantage.

SHOP ASSISTANT REQUIRED

Hannah's Store is a thriving fashion store offering customers value for money clothes at affordable prices. We have 50 stores all over the U.K.

We are looking for a reliable, hard-working and enthusiastic person to work with us full time.

You must have at least one year's experience in the retail sector. Full training will be provided if you are successful in your application.

If you think you are suitable, please ask in store for further details.

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