

Name _____ Date _____



6. Employment Agencies

Directions: Below are some classified ads placed by employment agencies. Read each ad. Then, on a separate piece of paper, make a list of all of the abbreviations used in the ads. Beside each abbreviation, write the word or words it stands for. Then answer each of the questions below by writing the letter(s) of the correct ad(s) on the line following the question.

A Top Quality Office Temps
24 Hours — 7 days a week
Full or Part Time
OFFICECENTER
(213) 652-9854

B TYLER'S SERVICES AGENCY
Live-In/Out Hskprs, Pers. Assts, Cooks.
No fee. Top sal. Mon.–Sat.
9163 Excelsior Blvd. (213) 549-0832

C S&L Bank – Oxford Employment Agency
3926 Wilshire. No fee. (284) 442-6993

D MED. Asst., Recep., Secty.
No fee. MD Placement Bureau.
5225 First Avenue (998) 507-6413

E Lotus Domestic Agency
1717 N. Highland
(207) 564-0013

F Girard Employment Systems Agency
Sales Mgr., Acct., Engr., Clerical
3660 31st Street (734) 822-4076

G DATA PROCESSING SPECIALISTS
Jarvis Walker Group Agency
11222 La Cienega (212) 984-3333

H We have a variety of fascinating positions available, from Travel and Advertising to Fashion, Research, and Personnel. Salaries vary depending on your ability to learn, skills, and/or experience. All jobs 100% FREE to applicant.
VIKING PERMANENT
PERSONNEL AGENCY
See our ads in Help Wanted.
3435 Congress, Suite 100 (892) 734-0832
251 Elm Street (892) 674-3939
15 Franklin Drive (214) 553-2295

I RECEPTIONIST \$3,000/mo
No fee.
Katharine Lawrence Agency
1281 Westwood (212) 984-9863

1. Which agency or agencies say they can help you find a job as a receptionist? _____
2. Which agency or agencies would be best to call if you wanted a job as a bank teller? _____
3. Which agency or agencies say they can help you find a job as a salesperson? _____
4. Which agency or agencies say they can help you find a job cleaning other people's houses?

5. Which agency or agencies say they can help you find a job working for a doctor? _____
6. Which agency or agencies say they can help you find a job working with computers? _____
7. Which agency or agencies say they can help you find a job preparing food? _____
8. Which agency or agencies say they can help you find a job even if you only want to work a few days a week? _____
9. Which agency or agencies state a specific amount you might earn? _____
10. Which agency or agencies say they will not charge you for their services? _____

