

# INTRODUCTION

This "Student Guide to Finding and Getting a Job" has been prepared especially for you, the high school student. The purpose of this guide is to help you successfully land a job. We've included practical tips, worksheets, and samples that will show you how to approach your job search effectively.

The "Student Guide to Finding and Getting a Job" was prepared by the team of educators and business people listed below who were members of the Education Committee of the Walnut Creek Chamber of Commerce when this Guide was first produced. The goal of the committee is to foster the transition from school to work for the students of our community. The development of this guide is one way the committee hopes to further this important transition.

We hope you will find the "Student Guide to Finding and Getting a Job" useful as you seek employment. Good luck to you in your job search!

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## TABLE OF CONTENTS

<b>I. GETTING READY</b>	
• Right to Work Identification.....	2
• Work Permit.....	2
• Self-Assessment.....	2
• Job Goals and Jobs Commonly Held by Young Adults .....	3
• References.....	4
• Personal Facts .....	4
• Informational Interviewing.....	5
<b>II. PLANNING AND ORGANIZING YOUR JOB SEARCH.....</b>	<b>6</b>
<b>III. WHERE TO LOOK FOR A JOB.....</b>	<b>7</b>
• Internet Contacts .....	8
• Volunteering .....	8
<b>IV. APPLICATION/RESUME/COVER LETTER.....</b>	<b>9</b>
• Points To Remember.....	9
• The Resume .....	10
• Sample Resume.....	11
• Guidelines for Resumes to be Scanned.....	12
• E-Mail and Resumes.....	12
• The Cover Letter .....	13
• Sample Cover Letter .....	14
<b>V. PREPARING FOR THE INTERVIEW .....</b>	<b>15</b>
<b>VI. AFTER THE INTERVIEW.....</b>	<b>17</b>
• Sample Thank You Letter.....	17
<b>VII. HOW TO BE SUCCESSFUL AT THE JOB .....</b>	<b>18</b>



# I. GETTING READY

Job hunting takes time. Knowing what steps to take can make your task easier. Organizing your personal information is the best first step.

- **RIGHT TO WORK IDENTIFICATION**

You will need to present your original Social Security Card and state-issued driver's license or state-issued identification card with a photograph and one of the following:

- Photo copy of a U.S. birth certificate or U.S. Certificate of Birth Abroad
- Photo copy of U.S. Passport (even if expired)
- Certificate of Citizenship or Naturalization
- U.S. Citizen Identification Card or Resident Alien Card
- Employment Authorization Card

- **WORK PERMIT REQUIREMENT**

If you are under age 18, California Labor Laws require you to provide your employer with a Work Permit, which is a verification of your age, birth date, enrollment, and attendance in school. In order to obtain a Work Permit, you need:

- A job or promise of employment
- An application (available in the Work Experience Office in your high school)
- A birth certificate or Baptismal certificate to verify your age and birth date; if you don't have either, see your school counselor for alternatives. A driver's license is not acceptable.
- A Social Security number

- **SELF-ASSESSMENT**

Consider these four areas: recreation, education, volunteer work and paid work.

- For what types of work have you received special praise? (For example: certificates of recognition, awards, honors, etc.?)
- What courses have you successfully completed? Have you earned any certificates?  
(baby-sitting, first aid, life-guarding, sports referee, Boy/Girl Scouts leadership training or rank advancements, job training, high school graduation, student council, ROP courses, community college, etc.)
- At what subjects do you excel? List details about your hobbies, crafts or special interests.
- Have you ever been elected to office (like Boy or Girl Scouts, student government)? Give details of your duties.
- What jobs have you done? (List all the jobs you have ever done including paid and volunteer work. Include the kind of experience you gained in that job.)
- What machines or tools are you able to use? (Household appliances: washer, dryer, vacuum, drill, etc.; business machines: computer, copier, fax, calculator, etc.)
- Which of the five adjectives below that refer to job-related aptitudes best describes you?

Alert	Detail-oriented	Mature	Reliable
Assertive	Energetic	Motivated	Resourceful
Conscientious	Flexible	Organized	Tactful
Cooperative	Friendly	Patient	Thorough
Creative	Honest	Persistent	Tidy
Curious	Innovative	Punctual	Versatile

• **JOB GOALS**

- Considering your prior successes, skills and aptitudes, which jobs do you think you would like? Below is a list of jobs commonly held by young adults.

<b>JOB'S COMMONLY HELD BY YOUNG ADULTS</b>		
Animal Caregiver	Home Repairer	Sports Coach
Caddie	Household Help	Stock Clerk
Camp Counselor	Internet Coach	Tennis Court Attendant
Cashier	Laboratory Assistant	Ticket Taker
Childcare / Nanny	Life Guard	Tutor
Concession Attendant	Office Clerk	Window Washer
Computer Tutor/Repair	Playground Attendant	Word Processing/Data Entry
Delivery Person	Receptionist	Yard Work
Docent at Museum or Park	Restaurant Worker	Valet/Parking Attendant
Food Store Clerk	Retail Sales	

**QUICK CHECK:**

Are you comfortable using the telephone?	Do you like work that requires concentration?
Do you work well under pressure?	Do you like working with children?
Do you enjoy making decisions?	Do you like working with numbers/money?
Do you enjoy working with your hands?	Do you like working with people?
Do you like being part of a team?	Do you like writing?
Do you like challenging tasks?	Do you prefer routine/repetitive tasks?

Do you like creative work?	Do you prefer simple/less complex tasks?
Do you like to work alone some of the time?	Do you prefer to work indoors?
Do you like to work with machines or tools?	Do you prefer to work outdoors?

• **REFERENCES**

- Speak to the adults with whom you have demonstrated responsibility either as a volunteer or paid employee. Consider teachers, neighbors, religious leaders, business associates, former employers, former supervisor(s), etc.
- Ask their permission to include them as references. Secure a letter of recommendation, if possible. Make a list of full names, addresses, and telephone numbers of all your references.

Former Employer Name	Address	Ph. Number
Former Employer Name	Address	Ph. Number
School Teacher/Counselor	Address	Ph. Number
School Teacher/Counselor	Address	Ph. Number
Religious Leader	Address	Ph. Number
Other	Address	Ph. Number
Other	Address	Ph. Number

• **LIST YOUR PERSONAL FACTS**

Name:	
Home Address:	
Home Phone Number:	Cell Phone Number:
Fax Number:	E-Mail Address:
Social Security Number:	

## **INFORMATIONAL INTERVIEWING**

**WHAT IS IT?** Informational interviewing is talking with another person informally about his/her work or industry. This is not a job interview. Employers are often willing to share their advice or opinion when you are not interviewing for a job. However, job openings may come up in the conversation and you should be prepared to handle this if the opportunity arises. Informational interviews can also serve as practice for future job interviews.

**HOW DO I BENEFIT?** Through informational interviews, you can:

- Learn about a variety of career paths
- Find out the good and bad aspects of a field, job or firm
- Learn what actually happens in a job day-to-day
- Expand your knowledge of the wide variety of jobs available
- Go beyond job titles to learn which skills are necessary
- Gain some idea of the future prospects of a field, job or firm
- Add to your self-confidence by becoming comfortable with interviews
- Expand your network of contacts for future interviews
- Make contact with people who are potential employers
- Learn how to enter a field
- Learn more about yourself, your likes and dislikes

**NEED FOR SELF-ASSESSMENT** Prior to doing informational interviewing, make sure you know something about your own interests, values, and skills. Review the "Getting Ready" section of this Student Guide or work one-on-one with a career counselor.

**HOW DO I FIND PEOPLE TO TALK WITH?** Once you have some idea of your skills, values and interests, translate them into one or two career fields and find someone in that field by:

- Asking your friends, relatives and acquaintances
- Asking your school career counselor
- Talking with the staff at your local Chamber of Commerce
- Check the phone book
- Use the internet/web sites

### **INTERVIEW CHECKLIST**

- Respect the person you're interviewing by being on time and sticking to your time limit.
- Interview more than one or two people about the same issue.
- Be objective, but pay attention to your personal feelings.
- Ask for the names of other people to contact.
- Prepare a list of questions to ask before your interview.
- Keep the focus of the interview on the person you're interviewing.
- Bring your resume to the interview for advice on its contents or format, wait until five minutes before the end of the session.
- Send a thank you note! This simple gesture will impress the person you've interviewed and will ensure you'll be remembered.

## II. PLANNING AND ORGANIZING YOUR JOB SEARCH

- **TO BEGIN, YOU SHOULD START WITH A "TO DO" LIST**
  - Review your "to do" list every night and plan your activities for the following day. Write them down and follow through.
  
- **GATHER INFORMATION ABOUT COMPANIES/ORGANIZATIONS YOU WANT TO WORK FOR**
  - Check the public library or the libraries of local colleges.
  - Review companies' Annual Reports and/or request companies to send information about their products/services.
  - Visit the Website of the company.
  
- **KEEP A RECORD WITH NAMES AND PHONE NUMBERS OF CONTACTS**
  - Include dates of contact and important notes regarding conversations.
  - Mark your calendar or "to do" list for follow-ups.
  
- **MAKE A LIST OF QUESTIONS FOR EMPLOYERS**
  - Use information you've gathered about the company as part of your questions to show your interest in the company.
  - Ask what the employer is looking for in an applicant/employee. Use the interviewer's answers to promote your compatible strengths.
  
- **HAVE REFERENCES AVAILABLE** (See "Getting Ready" section.)
  - Remember: get permission from your references before giving their names to a prospective employer.
  
- **PRACTICE PHONE SKILLS**
  - Write a short script including questions you want to ask. Also, write answers to questions you think employers might ask you.
  - Have a brief summary of your skills and abilities available from the prior list you made.
  - Practice with your family or friends.
  - Always keep a copy of the script and a memo pad and pencil by the phone.
  
- **IDENTIFICATION**
  - Bring birth certificate, passport, or driver's license and Social Security Card.
  - Note: State law requires that all prospective employees prove their right to work.

### III. WHERE TO LOOK FOR A JOB

- Find out about career fields and what they require. Pay attention to every job with which you come in contact, such as stores, theaters, and supermarkets, to consider what skills/experience are required to perform them. Ask about jobs from sources such as:
  - Auto detailing businesses
  - Children entertainment places such as: Jungle, Pixie Playland
  - Coffee shops
  - Community College Career & Employment Centers - Summer/Youth Job Listings
  - Community organizations, such as local museum or art center
  - Daycare centers
  - *East Bay Works* One-Stop Business and Career Center
  - Employment agency (if you're 18 or older)
  - Food shops
  - Friends and relatives
  - Golf courses
  - Health clubs
  - High school Career Center
  - High school job board
  - High school outside work coordinator
  - Home improvement stores
  - Internet University of America
  - Librarian at local library
  - Local supermarkets or banks
  - Movie theatres
  - Newspaper ad contacts - classified ads in newspaper
  - Photo finishers
  - Personnel department staff at local companies
  - Retirement centers
  - Sports Activities
  - Telephone answering services hire operators – see Yellow Pages, “Answering Bureaus”
  - Tutoring – Try SCORE or Kumon Math & Reading Center
  - Walnut Creek Chamber of Commerce
  - YMCA

## INTERNET CONTACTS:

- Many jobs are posted on-line. Some useful web-sites are:
  - Cal JOBS ([www.caljobs.ca.gov](http://www.caljobs.ca.gov))
  - Career Resource Center ([www.careers.org](http://www.careers.org))
  - CareerMosaic ([www.careermosaic.com/](http://www.careermosaic.com/))
  - Craig's List ([www.craigslist.org](http://www.craigslist.org))
  - Careerpath ([www.careerpath.com/](http://www.careerpath.com/))
  - Chronicle Pavilion ([www.chroniclepavilion.com](http://www.chroniclepavilion.com))
  - Contra Costa County Office of Education ([www.cccoe.k12.ca.us](http://www.cccoe.k12.ca.us))
  - Cool Jobs ([www.cooljobs.com](http://www.cooljobs.com))
  - City of Concord Leisure Services ([www.ci.concord.ca.us](http://www.ci.concord.ca.us))
  - City of Pleasant Hill Leisure Services ([www.ci.pleasanthillrec.ca.us](http://www.ci.pleasanthillrec.ca.us))
  - City of Walnut Creek Leisure Services ([www.ci.walnut-creek.ca.us](http://www.ci.walnut-creek.ca.us))
  - Culi-Services ([www.culiservices.com](http://www.culiservices.com))
  - Drug Stores ([www.longs.com](http://www.longs.com))
  - *East Bay Works* ([www.eastbayworks.com](http://www.eastbayworks.com))
  - E-Span ([www.espan.com/](http://www.espan.com/))
  - Internet Career connection ([www.iccweb.com/](http://www.iccweb.com/))
  - JobTrak ([www.jobtrak.com/](http://www.jobtrak.com/))
  - JobBank USA ([www.jobbankusa.com/](http://www.jobbankusa.com/))
  - MonsterTRAK ([www.campus.monster.com/](http://www.campus.monster.com/))
  - Occupational Outlook Handbook (<http://stats.bls.gov/ocohome.htm>)
  - Online Career Center ([www.monster.com/](http://www.monster.com/))
  - Summer Jobs ([www.summerjobs.com](http://www.summerjobs.com))
  - Snag a Job ([www.snagajob.com](http://www.snagajob.com))
  - Waterworld USA (<http://www.sixflags.com/parks/waterworldconcord/home.asp>)

## VOLUNTEERING

Volunteering is a great way to gain experience. The Volunteer Center of Contra Costa County is waiting to hear from you. You can check out the possibilities online at [www.helpnow.org](http://www.helpnow.org) or call 472-5760. Volunteer information is also available on the teen web-magazine, [www.realwc.org](http://www.realwc.org).

## **IV. APPLICATION/RESUME/COVER LETTER**

### **THE APPLICATION**

The work application may be the most important form you complete in connection with your job search. Often, it's used as a "screening" tool to limit the number of applicants to be interviewed. If you don't get an interview, you won't get the job.

### **POINTS TO REMEMBER**

- Create a master application and include all dates, employer names and addresses. Check it over for accuracy. (See "Getting Ready" section.) Carry it with you.
  - Name and address
  - Social Security number
  - Telephone number (and fax or E-mail if you have them)
  - Work history with dates and employer names, addresses and phone numbers
  - Education
  - Names and phone numbers of personal references
- Read the application all the way through before putting pen to paper.
- Always print, unless a handwriting sample is requested on the application. Use a typewriter or computer if possible.
- Be neat. No erasures, smudges or coffee stains.
- Answer all questions or insert "N/A" (not applicable) where appropriate.
- Start with your most recent job. If you have little or no previous job experience, list part-time, summer or volunteer jobs, baby sitting or newspaper delivery.
- Concentrate on the skills that fit with the particular job you're seeking.
- Be clear and concise.
- Be sure that the personal references you include are people with whom you have spoken recently and who have given you permission to use their names.
- For personal references, use former teachers, counselors, clergymen/women, friends, neighbors, former employers or co-workers. Refrain from using family members as references since they may not be considered objective references.
- Complete an application as though your future depends on it.
- Upon completion, always check it over carefully and sign the application.

## THE RESUME

### DO:

- Keep your resume brief. One page is preferred. Keep sentences and paragraphs short.
- Target each resume and job objective for a specific job opening.
- Focus on your strongest areas first using specific examples. Use quantities, amounts and dollar values where they enhance the description of what you did (“increased sales by \$10,000 per year” or “1 of 3 juniors selected to attend a leadership conference”).
- Use action verbs to describe your skills and achievement:
  - Arranged
  - Assisted
  - Completed
  - Conducted
  - Designed
  - Developed
  - Generated
  - Implemented
  - Improved
  - Maintained
  - Organized
  - Presented
- Avoid the use of the words "I" and "my". ("My duties included, "or "I was in charge of")
- Be honest. Don't exaggerate, cover up, or mislead your potential employer regarding your accomplishments.
- Only include activities and hobbies if they relate to your work abilities and future goals.
- Avoid purely personal evaluations. “I am an intelligent and diligent researcher” is to be avoided; “Completed three major research projects” would be more appropriate.
- Make it look good. Use:
  - Bullets
  - Good formatting
  - Good use of white space
  - Quality paper
  - Quality printer
  - Neat and clean
  - Correct grammar
  - Correct spelling
  - Correct punctuation
- Allow enough time to collect and organize your information.
- Write your resume yourself.
- Type your resume on a computer.
- Use spell check and have an adult proofread it before printing a final copy.
- Print your resume on good quality white paper, using a simple, 12 point font.

### DON'T:

- No references on the resume itself. List them on a separate sheet of paper.
- No long paragraphs. Use bullets (see sample resume on next page).
- No personal information, such as age, gender, marital status, weight, etc.
- Don't use abbreviations, acronyms or slang. Write out all terms.
- Don't include addresses of prior employers (city and state are okay).
- Don't mention salary.

### COMMON RESUME WRITING MISTAKES

- Too sparse: Gives only bare essentials of dates and job titles, no indication of job duties.
- Not oriented for results. Doesn't show what the candidate accomplished on the job.

## SAMPLE RESUME

Your Name  
Address  
City/State/Zip  
Phone (Fax/E-Mail if you have them)

---

**Objective:** To work at an entry level clerical position for the summer.  
**Long term Goal:** Computer Programmer

### Highlights of Qualifications

(See Self Assessment, page 2)

- Well organized and motivated to succeed
- Creative and resourceful
- Works well with people
- Outgoing and friendly
- Energetic and hardworking

### Relevant Skills

- Completed classes in: Computer Programming, Computer Applications I, and Accounting
- Accurately type 40 words per minute
- Basic understanding of WordPerfect, Microsoft Works, Windows 2000 and Excel

### Previous Employment

- List employer name, company, dates of employment  
Add a brief description of job duties using *action verbs* (See page 10)

### Activities and Accomplishments

- Completed internship as data entry clerk for the City of Walnut Creek ... ..Summer 2004
- Co-chaired Homecoming Celebration Planning Committee ..... Fall 2003
- Youth liaison to church leadership team ..... 2002-2003
- Participated in freshman football and Junior Varsity baseball..... 2001-2003
- Played clarinet in school band beginning in sixth grade ..... 1999-2003  
First chair during 2000-2001 school year

### Education

- Currently a junior attending Northgate High School
- Maintain a 3.7 grade point average
- Qualified for California Scholarship Federation as a freshman

## GUIDELINES FOR RESUMES TO BE SCANNED

- A scan able resume is a document that is read by an Electronic Applicant Tracking scanner, and is used by some employers such as Kaiser Permanente to match applicants to the job. When your resume is scanned for a specific job requirement, the computer searches for **key words**, rather than vague descriptions. For example, it would be better to use “managed a team of software engineers” than “responsible for managing, training”. Also, list the names of software you use rather than say “computer literate”. Include “buzz words” from the job advertisement in your resume. The scanner will not read slashes/dashes, underlines, bolds, italics or fancy type.
  - To play it safe, stick to sans serif fonts. Examples include Arial and Helvetica.
  - Use a font size of 10 to 14 points. 12 point is preferable.
  - Boldface is accepted by most systems, but not on Restrak.
  - Avoid italic text, script, and underlined passages.
  - Avoid using graphics and shading.
  - Use horizontal and vertical lines sparingly.
  - Avoid compressing space between letters.
  - Omit parentheses or brackets around phone area codes.
  - Laser printer is best.
  - Always send originals.
  - Minimize the use of general abbreviations.
  - Maximize the use of industry jargon and abbreviations.
  - Use traditional resume structure.
  - Avoid a four-page resume on a folded 11x17 sheet.
  - Use light-colored, standard-size 8-1/2 x 11 paper, printed on one side.
  - Only your name goes at the top of the resume, not a third party referrer.
  - Your name should be the first text on a resume. Avoid using name, address, etc. on same line.
  - Explain your job title if it is strange or unfamiliar.
  - When faxing your resume set the fax machine setting on “fine mode”, rather than on “standard mode”.
  - Do not put staples in your resume.
  - Do not fold your resume; or at least be sure a fold does not occur along a line of text.

## E-MAIL AND RESUMES

- If you get a free e-mail account with a major Internet provider you can keep the same address, probably throughout your lifetime and it will be available to you anywhere in the world. Free e-mail accounts can be found by searching “free e-mail” on the Internet. Some popular sites include:

[www.hotmail.com](http://www.hotmail.com)  
[www.go.com](http://www.go.com)  
[www.usa.com](http://www.usa.com)  
[mail.lycos.com](http://mail.lycos.com)

[www.juno.com](http://www.juno.com)  
[www.yahoo.com](http://www.yahoo.com)  
[gmail.google.com](http://gmail.google.com)

- To create an e-mail resume, save a copy of your existing resume under a new name. Remove the formatting by eliminating tabs, italics, bolds, indents, centered and justified text. If you have bullets, change them to dashes or asterisks (\*). Finally, save your resume as an ASCII text file.
- Before e-mailing your resume, check it out! Send yourself a copy and print it out to see what it actually looks like. In most cases you will want to do a bit of clean-up work before sending it to an employer. *Never submit your resume as an attachment.*

## THE COVER LETTER

When applying for a job by mail, your resume should always be accompanied by a "cover letter".

Writing a good cover letter is similar to writing a good resume. It should be:

✓ appropriate	✓ sincere	✓ succinct	✓ grammatically
correct			
✓ clear	✓ relevant	✓ professional	✓ without spelling
errors			

Here are some guidelines for writing a good cover letter:

- Address it to someone (using his/her name and title) who has the authority to hire you. When it's not possible to get that information, use their functional title: "Dear Manager." Don't use "To whom it may concern."
- Demonstrate your knowledge of the organization from reading, ads, Internet, etc.
- Sound enthusiastic and interested in this line of work for this company.
- Be professional, but warm and friendly.
- Set yourself apart from the crowd. Identify at least one thing about you that is unique.
- Make it clear which position you are applying for and what experience or skill you have that relates to that position.
- Take the initiative about the next step. For example: "I'll call your office early next week to see if we can meet soon to discuss this job opening." Or, when you are exploring for unadvertised jobs that may come up: "I'll call your office next week to see if we can meet soon to discuss your needs for help in the near future."
- Be brief. A cover letter should be less than a full page.

- Center your letter on the page.
- Sign your name!

## SAMPLE COVER LETTER

Today's date

Mr. Will (or Ms. Willa) Hire  
WH's job title  
WH's company  
Company's street address  
City/State/Zip Code

Dear Mr. (or Ms.) Hire,

### **First Paragraph:**

Explain how you heard about the job opening. Try to find someone who personally knows the potential employer. Mention the job title you are interested in.

*While I was browsing the Internet recently, I saw your company's ad for a clerical computer clerk. Ms. Lotta Influence, who works for you, suggested that I write to you directly.*

### **Second Paragraph:**

Show enthusiasm and interest in the company, their product and/or service offered. Give an example of how you think you'll fit in. For example: cite something you did for a previous employer, or as a volunteer or student, or a relevant class you have taken.

*I have taken several computer classes in high school, and I enjoy working with different software programs. I read about all the new programs you are currently developing, and I think I could be a big help handling some of the clerical workload. Last summer I was hired by the City of Walnut Creek as a summer intern, performing data entry work using an Excel spreadsheet program. I'm sure my computer skills would be useful for the clerical computer clerk position you are trying to fill. I plan a major related to computers in college, and am eager to develop more skills.*

### **Third Paragraph:**

Tell of your plan for follow-up.

*I'm enclosing my resume that will tell you more about my qualifications, skills, and accomplishments. I'll call your office early next week to see if we can meet to discuss this job opening.*

Sincerely,

*Hope I. Getajob*

Enc.

## V. PREPARING FOR THE INTERVIEW

### INTERVIEWERS LOOK FOR:

- **Enthusiasm**
  - You look like you really want the job
  - You are on time for the interview
  - You come across as friendly and approachable
  
- **Appearance**
  - You dress appropriately
  - You are neat and well-groomed
  - You don't chew gum
  - Your hat is removed
  - Your backpack or purse is on the floor, not on your lap
  
- **Preparedness**
  - Give the impression that you already know something about the company and/or the job
  - You answer all questions confidently
  - You enthusiastically talk about the skills you will bring to the job
  
- **Communication skills**
  - You express yourself clearly
  - You pace yourself, not talking too quickly, or too slowly
  - You answer questions in complete sentences, not just yes or no
  
- **Non verbal communication**
  - You shake the employer's hand
  - You make eye contact frequently
  - You smile from time to time, but not in a phony way
  - You avoid folding your arms across your chest

## HOW TO PREPARE YOURSELF FOR AN INTERVIEW

- **Find out about the desired position**
  - Ask a current employee if possible
  - Review the job description if it's available
- **Write a list of questions to ask the interviewer about the position**
  - What duties and responsibilities are involved with the job?
  - What kind of person are you looking for?
  - What are your expectations from the person you hire for this position?
- **Write out some specific work-related or skills-related stories to tell about your experiences**
  - Look for appropriate places in the interview to share your stories
- **Make sure the interviewer learns this about you**
  - Why you want the job
  - Your past accomplishments related to the job you're applying for
  - Your past work-related accomplishments
  - Your strengths
  - What you can contribute to the job
  - Why you would be the best for the job
- **Types of questions you may be asked**
  - What kind of work experience have you had?
  - Why do you want this job?
  - What kind of a student are you?
  - How do you handle responsibility?
  - What are you good at?
  - Why do you think you are qualified for this job?
  - What are your major weaknesses?
  - How well do you work under pressure?
  - What do you do in your spare time?
  - Why did you leave your last job? (Be positive)
- **Some extra tips to keep in mind**
  - Preparation is the key to successful interviewing
  - Employers want to hire people who they think are competent, intelligent, honest, enthusiastic, friendly, and likable
  - Always ask questions about the job during the interview; it shows you're interested
  - The way you dress can influence the outcome of the interview
  - Arrive 10-15 minutes early for the interview
  - Employers want to hear you talk about yourself and the job
  - Avoid negative terms and comments when you respond to questions. Always stress positives

- Never say something bad about a former employer

## VI. AFTER THE INTERVIEW

- **SEND A THANK YOU LETTER**
  - Immediately write to thank the interviewer for the interview.
  - Include a date and time when you will be following up by telephone. Put this information on your "To Do" list. The thank you note calls attention to you and will be appreciated by the interviewer. It also tells the employer you will take the initiative to make contact soon.
- **FOLLOW UP THE INTERVIEW WITH A PHONE CALL**
  - Ask for the interviewer by name. Tell the interviewer you are still interested in the job and ask when a decision will be made. If you are not hired, ask the interviewer if he/she could suggest other companies who might be hiring. If you are offered a job and you are still under 18, you must obtain a work permit. Contact your school, or the school district where you live, for the permit.

### Sample Thank You Letter

Today's date

Mr. Will (or Willa) Hire  
WH's job title  
WH's company  
Company's street address  
City/ State/ Zip Code

Dear Mr. (or Ms.) Hire,

Thank you for taking the time to interview me on Monday, March 19, 2004, for the position of (write the title of job for which you were interviewed). From what we discussed about this job and the (name of) company, I know I would be very interested in working for you.

I will call you next Tuesday afternoon to follow-up on our interview. Again, thank you for your time.

Sincerely,

Hope I. Getajob

## **VII. HOW TO BE SUCCESSFUL AT THE JOB**

### **PRACTICAL TIPS TO KEEP IN MIND**

- Arrive at the job on time; they're depending on you.
- Don't become an attendance problem; if you're not there, someone else will be doing your job.
- Dress appropriately for the job; your appearance is a reflection of how you think about yourself.
- Speak appropriately on the job: slang or offensive words are not acceptable.
- Practice a positive attitude towards your work, your co-workers, and your boss; people gravitate to a cheerful, willing and cooperative person.
- Be courteous and respectful; people will remember you for that.
- Communicate effectively and confidently; people can't guess what you're thinking, let them know.
- Be sober; don't drink or do drugs on or off the job.
- Set goals for yourself; think about what you want to get out of this job opportunity.
- Be positive and enthusiastic regardless of other people's attitudes.
- Work your full shift - give the company all the hours and minutes for which you're being paid.
- Enjoy your work! It will pay big dividends down the road.
- Always look around at the other jobs/people you come in contact with - learn about all elements of work around you. This activity can provide for growth and opportunity in the future.
- Keep your personal problems out of the office, don't engage in office gossip, and don't make a habit of having friends stop by to visit.
- Use your cell phone or other electronics only with your employer's permission.
- If you resign from a job, always send your employer a thank you letter for letting you work for them. Your employer is a person you will seek out in the future to recommend you for your next job.