

### Who to contact

Check your local newspaper and go to websites such as craigslist.org, snagajob.com, and indeed.com for job openings.

Search online for businesses you'd like to work for. *Don't wait until you know there's a job opening to contact a business. Remember, most job openings are never posted or advertised.*

### How to contact employers

You can contact an employer by phone, email, or possibly through their website. The best approach, however, is to visit a business in person.

### Make a good impression when you visit

- ▶ Dress appropriately.
- ▶ Avoid going when they're likely to be busy.
- ▶ If you have a resume, bring a copy with you.
- ▶ Be friendly and polite to everyone you meet.
- ▶ Ask to speak to the person in charge of hiring.
- ▶ Make eye contact, smile, and introduce yourself. Say something like, *"Hello, my name is Olivia Jones. I'm hoping to find a part-time job for the summer."* Even if they say they don't have any openings, ask if you can fill out an application.

### Follow up

Keep a list of the businesses you contact. Make note of the date, the name of the person you spoke with, and the result. Contact them a week or two later and ask them to continue to keep you in mind.

- ▶ Lots of famous people started off in jobs that were less than glamorous.

Madonna worked at Dunkin' Donuts

Brad Pitt dressed up in a chicken suit and handed out flyers at a fast food restaurant

Lady Gaga was a waitress

Sean "Diddy" Combs was a paperboy

Vince Vaughn worked as a telemarketer

Gwen Stefani worked at Dairy Queen

Tom Cruise was a bell hop

Jennifer Aniston was a waitress

Matthew McConaughey cleaned out chicken coops

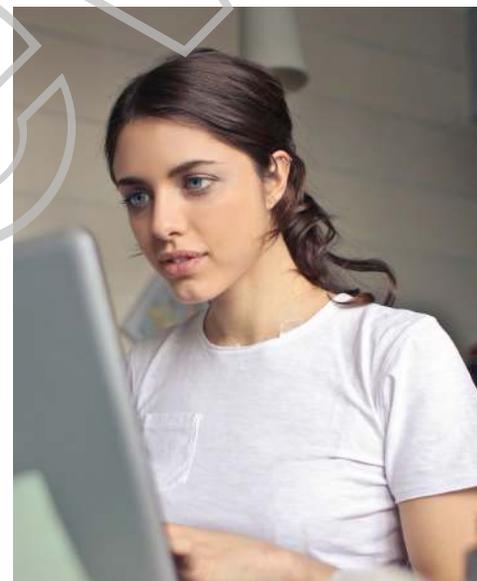
Queen Latifah worked at Burger King

- ▶ On average, Americans hold 7 to 8 different jobs before the age of 30.
- ▶ The nation's largest employer is the United States military.

*"Choose a job you love, and you will never have to work a day in your life."*

Anonymous

# Finding a Job



## Job Skills and Strategies



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# Finding a Job

Following these three steps will help you find a job that's both rewarding and enjoyable.

## Step 1 – Do a Self-Assessment

Think about your skills, talents, and interests. Also think about what kinds of jobs you might like to have.

## Step 2 – Network

Tell everyone you know that you're looking for a job.

## Step 3 – Contact Employers

Develop a plan for contacting companies and organizations that have job openings—and for contacting the places you'd like to work.

*Finding a job can be hard work. Keep a positive attitude and stay with it!*



## Step 1 - Do a Self-Assessment



### Think about your skills, talents, and interests

Do you like to cook? Are you good with computers? Do you enjoy working with children?

Thinking about what you like to do, and what you're good at, will help ensure that you get a job you'll be successful at, and one that you will enjoy.

### Determine what kind of job you want

- ▶ Do you want to work days? Nights? Weekends? What hours are you available to work?
- ▶ Do you want to work part-time or full-time? Do you want a job just for the summer, or are you looking for a long-term job in a specific career field?
- ▶ Do you want to work inside or outside? Where there's lots of activity or where it's quiet? Would you rather work with 1) people (e.g., at a store or restaurant), 2) information (desk-type activities), or 3) things (e.g., merchandise, computers, tools)?
- ▶ If money isn't a priority, consider community service. You won't get a paycheck, but your work will be rewarding and worthwhile.
- ▶ If you are 18 or older, are you interested in working for a temp agency like Manpower? Temporary jobs can last anywhere from a few weeks to several months. They can also lead to permanent employment.

## Step 2 - Network

### Talk to family, friends, and acquaintances about your job search

*Imagine that you're looking for a job, and a position comes available where your friend, John, works. If John is a good employee and he recommends you, his employer will likely consider hiring you.*

Most employers would rather hire someone who's been recommended by someone they know than sort through applications, interview applicants, and then hire a stranger. *This is why most jobs never get posted or advertised—and why it's so important for you to reach out to the people in your network.*



### Who are the people in your network?

- ▶ Your family members and their friends
- ▶ Neighbors, teachers, counselors, coaches
- ▶ Your friends and their family members
- ▶ People you know from school, sports teams, church, and extracurricular activities

### Use your network

Create a list of the people in your network and let each of them know that you're looking for a job. You might even provide some with a copy of your resume. Most people enjoy helping someone they like, so don't be shy about asking for assistance.

***Networking is the best way to find a job!***

- ▶ A cover letter introduces you to a potential employer. It should also explain what job you are applying for. Include a cover letter whenever you send your resume to a potential employer.
- ▶ Before you write your cover letter, contact the company and ask for the name and address of the person your resume should be addressed to. If you can't get a name, address your cover letter to "Dear Hiring Manager," "Dear Personnel Director," or "Dear Human Resources Team."
- ▶ Keep your cover letter and resume on your computer. Customize them for each employer and position.

## What to include in a cover letter

### ▶ First Paragraph

Explain why you are sending your resume. Make it clear what position you're interested in and how you found out about the opening.

### ▶ Middle Paragraphs

Describe what you have to offer the employer. Try to match your qualifications to the job you are applying for and give specific examples of how your skills align with the job.

### ▶ Final Paragraph

Thank the employer for considering you for the position. Mention again your email address and/or phone number.

James Thomas  
123 Elm St.  
Centerville, IN 45678  
555-555-1234  
jthomas@email.com

June 10, 2019

Dear Mr. Jackson,

I am writing in regard to the sales position that was recently advertised in the Metropolitan News. I am excited about the possibility of working at Superior Printing and have enclosed my resume for your review.

I enjoy working with people and I understand the importance of customer service. I believe that my communication skills, positive attitude, and customer service experience would make me an asset to your company.

I would very much appreciate the opportunity to interview for this sales position. I can be reached at jthomas@email.com or 555-555-1234. Thank you for your consideration.

Sincerely,

*James Thomas*  
James Thomas

# Writing a Resume



## Job Skills and Strategies



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# Writing a Resume

A resume is a way to provide a potential employer with information about yourself.

## A resume is:

- ▶ a one- or two-page document listing your education, work experience, activities, interests, personal qualities, and skills
- ▶ an opportunity for you to highlight your abilities, strengths, and accomplishments
- ▶ a brief summary of who you are

There are a number of resume formats, and variety of resume examples can be found in books and online.

While it's a good idea to have a base resume, it's best to tailor each resume to the job you are applying for.



## Sample Resume



**JAMES THOMAS** high quality paper

123 Elm St. • Centerville, IN 45678 • (555) 555-1234 • jthomas@email.com

---

**OBJECTIVE** objective

New high school graduate with customer service experience seeking a part-time retail sales position

**EDUCATION** hard working, intelligent

**Grant High School, Centerville, IN**

Graduation Date – June 2019 impressive attendance record

Honor Roll – 2018-19 business, communication, and foreign language skills

Perfect Attendance – 2017-18 position of trust

Relevant Courses – English, Economics, Computer Programming, Speech, Spanish leadership role

Activities – Chess Club 2016-19, Office Aid 2016-18 experience as part of a team

Baseball Team 2016-19 – Captain 2019 commitment and dedication

**WORK EXPERIENCE** impressive recognition

**Daily Herald newspaper route – 2017 - present**

Received Service Award 2018 and 2019 customer service experience

**Antonio's Pizza – 2018 - present**

Answer the phone and deliver pizzas caring personality

**Humane Society – Summer 2018**

Volunteer position – walked dogs 3 hours a week valued business skills

**SKILLS**

Experienced with MS Word and PowerPoint comfortable with technology

Cashier experience physically fit and active

**ACTIVITIES AND INTERESTS**

Hiking, mountain biking, and computers qualities valued in sales

**PERSONAL QUALITIES**

Hard working, enthusiastic, reliable

## Parts of a Resume



### Personal Data

Include your name, address, phone, and email.

### Objective

Introduce yourself and state your job objective. Tailor this to the position you're applying for

### Education

List the schools you've attended, with the most recent first. Include the school name, city, state, and graduation date. Also include activities, awards, leadership positions, and any relevant courses you've taken.

### Work Experience

List any paid or unpaid work experience you've had, with the most recent first. Include the name of the business/organization you worked for, the dates you were employed, and a description of your duties. Note any accomplishments or awards.

### Skills

List any skills you have that may apply to the position you're seeking.

### Activities and Interests

List relevant activities and interests.

### Personal Qualities

List any qualities you possess that will be helpful in the position you're seeking.

# Application Tips

## ► Choose references carefully

Your references can be past employers, teachers, coaches, etc. They should be people who know you well and speak highly of you. Be sure to ask permission before you list someone as a reference.

## ► Provide details of skills and accomplishments

For example, if you are applying for an office job, list the computer programs you know how to use, the related skills you have (e.g., can type 45 wpm), and any relevant work experiences (e.g., organized a charity event).

## ► Turn a negative into a positive

If there's something on your application that could be seen as negative, explain how much you have learned and grown from the experience.

## ► Attach additional information

If you have a resume, attach it to every application you complete. You can also attach letters of recommendation and examples of relevant work. For example, if you're applying for a job at a camera store, you might attach some photos you've taken.

## ► Follow up

If you haven't heard from a business in a week or two, follow up with an email, phone call, or visit. Let potential employers know that you're still interested in a job, and that you're available to come in for an interview. *If you give a prospective employer your phone number, make sure the answer message on your phone sounds professional.*



# Application Worksheet

Use this panel to keep track of application dates, information, and contacts.

Business/Organization \_\_\_\_\_

Position applied for \_\_\_\_\_

Date application was submitted \_\_\_\_\_

Contact person \_\_\_\_\_

Notes \_\_\_\_\_

Date of follow up \_\_\_\_\_

Business/Organization \_\_\_\_\_

Position applied for \_\_\_\_\_

Date application was submitted \_\_\_\_\_

Contact person \_\_\_\_\_

Notes \_\_\_\_\_

Date of follow up \_\_\_\_\_

Business/Organization \_\_\_\_\_

Position applied for \_\_\_\_\_

Date application was submitted \_\_\_\_\_

Contact person \_\_\_\_\_

Notes \_\_\_\_\_

Date of follow up \_\_\_\_\_

# Applying for a Job



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# Applying for a Job

To get a job, you must complete an employment application and return it to the person in charge of hiring. There are three ways to do this.

1. Go to the company's website. Their application may be available online. Complete the application online or print it out and return it.
2. Contact the business by phone or email and ask them the best way to apply.
3. Pick up an application in person. You can complete the application on site or take it home and return it. If you're going to complete an application on site, take all of the information you need with you. *Whenever you visit a business, be sure that you dress and act in a professional manner.*



## Gather Required Information



Job applications often ask you to provide the information listed below. Have this information readily available.

### Personal Information

- ▶ Address, phone number, email, social security number, and driver's license number

### Education

- ▶ Schools attended and their addresses
- ▶ Dates attended / Graduation date

**Work Experience** - information for all previous jobs (paid and unpaid) and volunteer work

- ▶ Company name, address, and phone number
- ▶ Your supervisor's name
- ▶ Responsibilities and salary
- ▶ Dates of employment and reason for leaving

### References

- ▶ Name, address, phone number, email address, company, and title for three references

### Availability

- ▶ Days and hours you are available to work

### Work Papers

- ▶ In some states, applicants under 18 must have a work permit or certificate

## Complete the Application



Follow these tips when filling out an application.

- ▶ Before you start, take a minute to look over the entire application. Read the instructions carefully.
- ▶ Use blue or black ink and print neatly. If you make a mistake, use "white out" to make corrections.
- ▶ Don't leave any lines or spaces blank, and do not write "see resume." If a question doesn't apply to you, write "not applicable" or "N/A."
- ▶ Remember that an application is your opportunity to "sell yourself."
- ▶ Answer every question truthfully, but don't volunteer any negative information.
- ▶ Make sure that your application looks neat, clean, and professional. Do not bend or fold it.
- ▶ If the application asks for a desired salary, do not list a specific number. Write "negotiable."
- ▶ Proofread the application to make sure that it's complete and error free. If possible, have someone else look it over.
- ▶ When completing an application on site, be polite, friendly, and respectful to everyone you meet.

# Interview Questions

*Before an interview, think of how you would answer the questions below. If possible, have someone play the part of the employer and role play the interview.*

**Why are you interested in working here?**

**What are your major strengths?**

Focus on any strengths you have that would be assets for the job you are interviewing for. If you find this question difficult to answer, start off with "I've been told that I have a talent for ..."

**What are your major weaknesses?**

When asked about weaknesses, come up with something that can be seen as a positive. For example, "I really enjoy meeting new people and sometimes I spend more time than I should talking to customers."

**Why did you leave your last job?**

Be honest, brief, and positive.

**Is there anything else you would like to tell me about yourself?**

Have something short and positive about yourself that you can add.

**Why should I hire you?**

Talk about what you can bring to the job and how you can help their business or company.

*The day after your interview, write a thank you note. In this note, thank the interviewer for his/her time, and again mention a few of the reasons why you would be a good choice for the job. Ask someone to proofread your thank you note to make sure it's error-free.*



# Interview Don'ts

*Little things can jeopardize your chances of getting a job. When you have an job interview, put your best foot forward, and also be aware of the things you shouldn't do.*

- ▶ Don't be late.
- ▶ Don't bring anyone with you to the interview.
- ▶ Don't wear jeans, flip flops, T-shirts, too much perfume/cologne, flashy clothes, or too much jewelry. Dress like the people who work there.
- ▶ Don't discuss religion or politics.
- ▶ Don't give false information.
- ▶ Don't ask the interviewer personal questions.
- ▶ Don't say anything negative about a previous job or employer.
- ▶ Don't bring a backpack, over-sized purse, or water bottle with you.
- ▶ Don't chew gum or fidget.
- ▶ Don't ask about pay, vacations, or bonuses until you're offered the job.

***You never get a second chance to make a first impression.***



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# Interviewing for a Job



## Job Skills and Strategies

# Interviewing for a Job

**An interview is a way for an employer to learn about you and your qualifications. An interview also gives you the opportunity to learn more about the job you are applying for.**

**During a job interview, an employer is trying to determine the following:**

- ▶ Do you have the necessary skills and abilities for the job?
- ▶ Will you come to work every day, and be there on time?
- ▶ Are you honest, hard-working, and reliable?
- ▶ Will you be easy to get along with?
- ▶ Will you stay for a reasonable length of time?



## Prepare for Your Interview

### **Learn about the company or business.**

Check out the company's website to learn about their products and services. Find out how long the company has been in business, their size, and what they're best known for. Having this information will help you ask and answer questions during an interview.



### **Think of ways in which you can "sell yourself."**

- ▶ When an interviewer says, "tell me a little bit about yourself," be ready. Have a one-minute speech about yourself already prepared.
- ▶ Determine how your talents, skills, and experiences make you a good candidate for a specific job. Be able to communicate this clearly and concisely.
- ▶ If your education or employment record has something that could be seen as negative, figure out how you can present it in a positive light. For example, talk about how much you learned from a situation or experience.
- ▶ Be ready to talk about your education, interests, previous job experiences (paid and unpaid), goals, strengths, and weaknesses.

### **Prepare a few questions for the interviewer.**

Asking intelligent questions can be very impressive. You could, for example, ask about the training or the advancement opportunities. Asking questions is also a good way for you to find out if a job is right for you.

## Interview Tips

- ▶ Dress appropriately and wear clean clothes that fit properly.
- ▶ Arrive 5-10 minutes early. Turn off your cell phone.
- ▶ Bring copies of your resume and references in a folder or binder. Also bring a pen and paper.
- ▶ Be courteous and friendly to everyone you meet.
- ▶ When you're introduced to the interviewer, shake hands firmly. Wait to be asked to be seated.
- ▶ Sit up straight, make eye contact, and show genuine interest. Be relaxed, confident, and respectful.



- ▶ Emphasize that you are eager to learn and willing to work hard. Show enthusiasm for the job.
- ▶ Keep your answers to questions brief and positive.
- ▶ If you want the job, tell the interviewer.
- ▶ At the end of the interview, ask, "Is there anything else you need from me?" and "When do you think you will make a hiring decision?"
- ▶ Thank the interviewer for giving you the opportunity to interview for the job, and shake hands.
- ▶ If possible, get the interviewer's business card. This will give you the information you need to write a thank you note.

## Understand Taxes

When you're hired, you and your employer will determine how much money should be withheld from your paycheck for taxes. If you withhold more than you need, you'll get a refund check at the end of the year. If you don't withhold enough, you will have to pay additional taxes.

As a general rule, about 25% of your paycheck will be withheld to pay taxes. *Be wary of any business that wants to pay you cash and not withhold taxes.*

The amounts withheld for federal, state, and local taxes depend on how much you earn. State and local tax amounts also depend on where you live. Here are the basic withholding categories and the amounts generally withheld:

- ▶ **Federal Income Tax** – 10% to 39% of your pay
- ▶ **State Income Tax** – usually 3% to 7% of your pay
- ▶ **Local Income Tax** – generally less than state tax
- ▶ **Social Security Tax (FICA)** – around 6% of your pay  
*Social Security is a mandatory retirement plan run by the federal government. When you are 65, you can apply to receive income from Social Security.*
- ▶ **Medicare Tax** – approximately 1.5% of your pay  
*Medicare is a government health insurance program, primarily for individuals 65 and older.*

At the end of each year, your employer will give you a W-2. This form will list your earnings for the year and the amounts that were withheld. You will need a W-2 in order to prepare your taxes.



## Sample Pay Stub

Sophia works 40 hours a week and she makes \$10 an hour. She has worked at **Johnson's Grocery** for 8 weeks. Sophia's weekly gross pay is \$400 (\$10 per hour x 40 hours). After deductions, her net or "take home" pay is \$296.05.

EARNINGS			TAXES & DEDUCTIONS		
Desc	Hrs	Amount	Desc	Current	YTD
Regular	40	\$400.00	Federal Tax	\$48.25	\$386.00
			State Tax	\$16.15	\$129.20
			Local Tax	\$8.75	\$70.00
			Social Sec	\$24.80	\$198.40
			Medicare	\$6.00	\$48.00
<b>NET YTD</b>		<b>\$2,368.40</b>	<b>Total</b>	<b>\$103.95</b>	<b>\$831.60</b>

<b>Johnson's Grocery</b>	<b>EMPLOYEE</b> Sophia Adams	<b>PAY PERIOD</b> 9/4/19 - 9/10/19
<b>SOC SEC #</b> 123-45-6789	<b>PAY DATE</b> 9/15/19	
<b>CHECK NO.</b> 06501	<b>NET PAY</b> \$296.05	

# Knowing About Your Job



## Job Skills and Strategies



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# Knowing About Your Job

**When you start a new job, there is usually a great deal to learn. To get a new job off to a good start, learn as much as you can about the following:**

- ▶ the work you will be doing
- ▶ the rules and procedures you will be expected to follow
- ▶ your pay and the benefits you will receive

Employee manuals cover important information that all employees need to know.

If your employer has an employee manual, read it carefully. If there's something you don't understand, ask for an explanation.



## Information to Know

Before you start a new job, be sure you know the answers to the following questions.

### The Work

- ▶ What are my duties and responsibilities? Will I receive training? Will I be paid during my training?
- ▶ What is my work schedule? Will this schedule change?
- ▶ How will my job performance be evaluated?

### Procedures

- ▶ What is the dress code? Do I need to buy a uniform?
- ▶ Are there any safety regulations that I must follow?
- ▶ What should I do if I'm going to be late, or if I am sick and can't make it in to work?
- ▶ Do employees get regular breaks? If so, how long?
- ▶ Who should I go to if I have a question or problem?

### Benefits

- ▶ How much will I earn? When and how will I be paid? Do I need a checking account for direct deposit?
- ▶ Will I receive health insurance? If so, where can I find details on this?
- ▶ Do I get paid sick days? Paid holidays? Overtime pay?
- ▶ Are there opportunities for advancement? If so, how can I take advantage of these opportunities?



## Additional Benefits



**If you plan to work for an organization for a year or more, find out if your employer offers any of these additional benefits.**

### Paid Vacation

Many companies give their employees two weeks paid vacation after a year.

### Insurance

Medical, dental, vision, life, and disability insurance are valuable benefits.

### Bonus

Some organizations offer bonuses to employees who exceed an established goal or quota.

### 401k Retirement Plan

A 401k plan allows employees to invest part of their wages in a retirement account. There are tax benefits and employers often contribute additional funds.

### Promotion

Employees who work hard and do a good job often get promoted. A promotion generally comes with additional responsibilities and a pay increase.

### Additional Benefits

Some employers offer additional benefits such as discounts on company products or a company car.

## 6. Get along with your co-workers

- ▶ Be approachable and easy to talk to.
- ▶ Value the opinions of others.
- ▶ Show respect to all co-workers, regardless of gender, race, or age.
- ▶ Be friendly with everyone, and try to fit in with the group.

## 7. Get along with your supervisors

- ▶ Learn to adapt to your supervisor's style of leadership and supervision.
- ▶ Treat supervisors with respect and follow their instructions.
- ▶ Accept criticism without becoming defensive.
- ▶ Keep your supervisor informed of your progress and concerns.

## 8. Be a team player

- ▶ Take an interest in your co-workers.
- ▶ Recognize the accomplishments of others.
- ▶ Offer to help your co-workers if they need it.
- ▶ Thank others for any assistance they provide.



## How to Lose a Job

Most employees don't lose their job because they can't do the work. Generally it's because they do one or more of the following:

- ▶ miss too many days or be late too often.
- ▶ argue with co-workers and supervisors.
- ▶ are dishonest.
- ▶ have an unacceptable appearance.
- ▶ spend work time on personal matters.
- ▶ have a negative attitude or outlook.
- ▶ put less than their best effort into their work.

## Benefits of Job Success

- ▶ Higher pay
- ▶ Sense of accomplishment
- ▶ Promotions
- ▶ Job security
- ▶ Additional responsibilities
- ▶ Improved resume
- ▶ Respect from co-workers, family, and friends
- ▶ Self respect

*"Give the world the best that you have,  
and the best will come back to you."*

Madeline Bridges



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# Succeeding at Your Job



## Job Skills and Strategies

# Succeeding at Your Job

**It takes more than having the right skills to succeed at a job. You need to also do the following:**

1. Understand your job completely
2. Do your job well
3. Be reliable
4. Dress appropriately
5. Do more than is expected of you
6. Get along with your co-workers
7. Get along with your supervisors
8. Be a team player

***“Ability may get you to the top, but it’s character that will keep you there.”***

Abraham Lincoln



## Tips for Job Success

Following these tips will help you succeed at any job.

### 1. Understand your job completely

- ▶ Thoroughly understand your responsibilities and duties.
- ▶ Know the procedures you are to follow with regards to safety regulations, calling in sick, etc.

### 2. Do your job well

- ▶ Keep your organization’s goals in mind, and do whatever you can to help them reach their goals.
- ▶ Treat each customer and client the way you would want to be treated.
- ▶ If you don’t understand something, ask for help.
- ▶ If you make a mistake, take responsibility, and try to correct it.
- ▶ Be enthusiastic, have a good attitude, and be open to change.
- ▶ Keep your work space neat and clean.
- ▶ Perform your job to the best of your ability.



*Look around your workplace. Find people who are good at their jobs and who may be willing to share their expertise with you.*

### 3. Be reliable

- ▶ Be at work on time every day. Attendance and punctuality are key success factors!
- ▶ Be honest and trustworthy.

### 4. Dress appropriately

- ▶ Wear clean clothes that fit properly. If there’s no dress code, look for people who have similar jobs and dress like they do.
- ▶ Have good hygiene and clean, styled hair.
- ▶ Limit jewelry, makeup, perfume, and cologne.



### 5. Do more than is expected of you

- ▶ Come in a little early and stay a little late. During unusually busy times, perhaps offer to wait to take your break or eat lunch.
- ▶ Show initiative. If you see something that needs to be done, do it.
- ▶ Be willing to take on extra work. For example, if a co-worker has a family emergency, offer to help out by doing his/her job or working late.
- ▶ Do your job better than anyone expects you to.

*“Excellence is doing ordinary things extraordinarily well.”* John Gardner