

Finding A Job





Step 1

**Finding a
job opening**

Where do I find a job?

- Newspaper ads
- Internet
- Internships
- Volunteer work
- Hidden job market (70%)
 - Networking (50%)
 - Family, friends
 - Walk-ins

Relate your job
to your career!

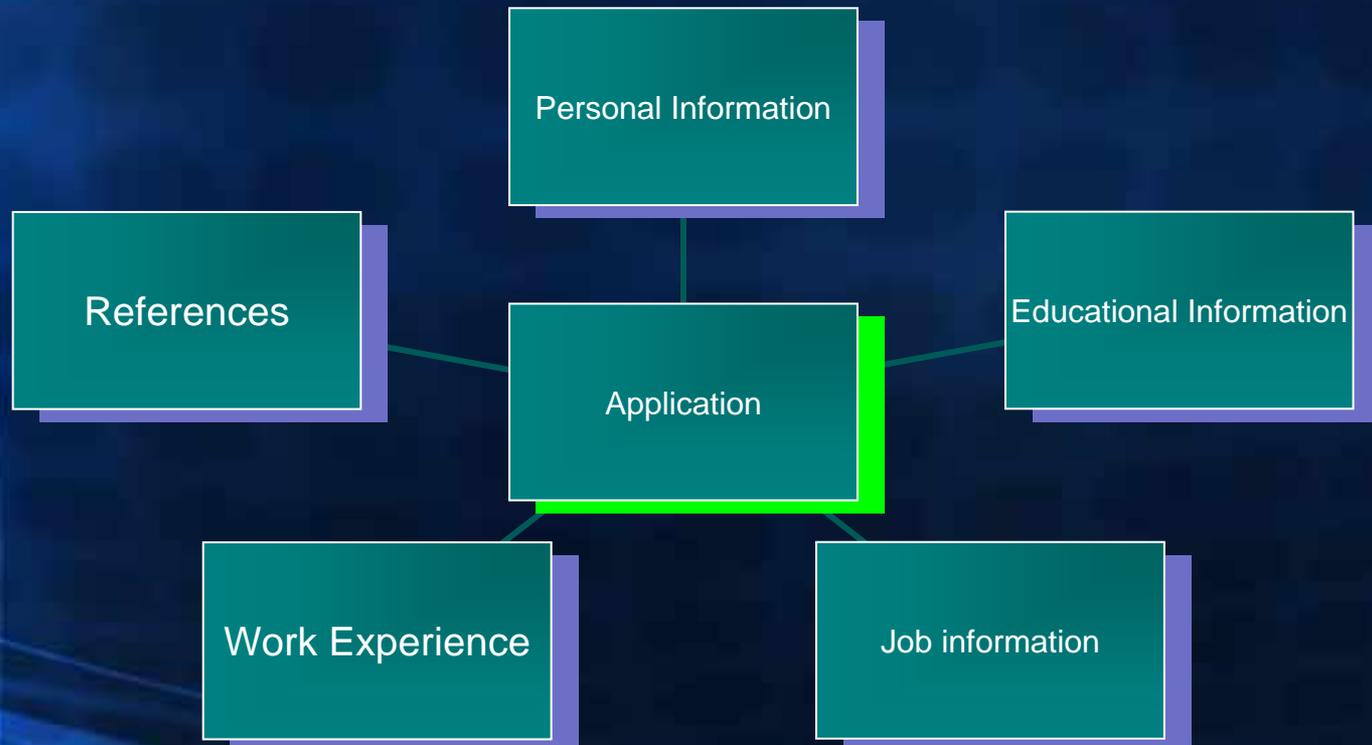


Step 2

Sending in
your application



Completing an Application



Application Tips

- complete ALL information
- write NEATLY - black or blue ink
- check for errors
- list most recent job first
- list most recent education first
- ask for permission to use references
- do not lie
- sign your application
- carry a pocket resume

Step 3

Create a Resume



**Sample
Resume**

DAN JENNINGS
1634 Morena Blvd.
San Diego, CA 92110
(858) 445-1234
e-mail: djennings@hotmail.com

OBJECTIVE: To obtain a position in the automotive service industry.

EDUCATION: Hoover High School, San Diego, CA
Expected Graduation Date: June 2002
Grade Point Average 3.0

EXPERIENCE: Food Service Worker, Present – September 2000
McDonald's Restaurant; San Diego, CA

Provided excellent customer service, operated cash registers, maintained a sanitary work area, prepared food and refilled lobby items as necessary.

VOLUNTEER: Rowan Child Development Center, Summer 2001

WORK: Performed office work, such as data processing.
Provided childcare services and general help as necessary.

AWARDS: Airplane Construction, Summer 1999
Del Mar Fair Special Award

ACTIVITIES: Hoover High School Baseball Team, 2001-1999
MESA Club, 2001
Mid City Police Department Volunteer, Summer 2000

REFERENCES: Available upon request.

Resume Tips

- Leave off personal information (hobbies, religion).
- Include all contact information.
- Include a job objective.
- Use catch words.
- Make sure there are NO errors!
- Check your answering machine for professionalism.



Step 4

**Create a
letter of interest**

Sample
Letter of Interest

- Name
Job Title
Company
Street
City, State Zip
- RE: Job Title
- reference number
- Dear Mr. /Mrs. _____
- I read about _____ retail management training program in the *Laurens Advertiser* and I would like to inquire about the possibility of openings.
- I am interested in a career in retail management and am planning to attend Piedmont Technical College in the fall. I would be interested in learning more about the company and about available opportunities. I will graduate from high school in May of 2006. In addition, I have worked part time at Belk's Department Store in Laurens County.
-
- My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 555-555-5555.
- Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.
- Sincerely,
Jane Doe
- Jane Doe

Letter of interest Tips

- Get a name
- Include job title & reference number
- Include advertisement
- Fit your description to ad
- Describe your education & experience
- Include contact information
- Sign your letter
- Presentation counts
- Follow up with letter!



Step 5

Prepare for the interview



Before the interview

- Research the company
- Practice your interview answers
 - Tell me about yourself.
 - Why do you want to work here?
 - Why should I hire you?
 - Tell me about a time when...
 - What are your strengths/weaknesses?



Select an outfit

Guys

- slacks & collared shirt
- Suit & tie
- No cologne
- No hats
- No jewelry
- hair should be neat
- No flip flops

Girls

- Nice pants & shirt
- suit or dress
- No perfume
- Closed toe shoes
- Minimum jewelry
- Hair should be neat



The interview

- arrive 10 minutes early
- shake the interviewer's hand
- look the interviewer in the eye
- answer the questions, but don't ramble
- thank the person before you leave
- ask questions!



After the interview...

- send a thank you letter to interviewer

Job Tips

- arrange reliable transportation in advance
- show up on time
- wear appropriate attire
- understand the rules
- do a good job

You're
Fired!

money.cnn.com/2004/08/10/news/midcaps/trump



Promotions

- Get a degree
 - Check into the company's reimbursement program
 - Look at lottery assistance, scholarships, loans & financial aid
- Go above & beyond your job responsibilities



Good luck!

Powerpoint developed by Dr. Jennifer Wilbanks,
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