



**ACReS**  
Academic Career and Readiness Skills

**Life Skills**

**Unit**

**5**



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## Finding Work

**Words to know:**

- ✓ **résumé**
- ✓ **application**
- ✓ **interview**

**M**any people like working, but almost everyone hates looking for a job. It can be hard to find a job. Sometimes a person doesn't know what type of job he wants to do. She doesn't know where to look for a job. He doesn't know how to fill out an application. She doesn't have a résumé. He doesn't know how to dress or what to say. It is the same for most people.

In this lesson we will look at all the things we must do to get a job. You will find out what type of job you would like to work at. You will complete a résumé (ray –zoo-may). You will complete a job application. We will talk about where to look for a job. You will learn what to wear when looking for a job. You will learn what questions to ask. Once you have all of this information, you will find it easier to look for a job.

Have you ever had a job before? If you have, how did you get it? Did a friend or family member help you? Many times that is the way we start a new job. Sometimes we don't realize that we have a job at all. Have you ever babysat your brothers or sisters or the neighbor kids? Have you helped dad work on the car? Have you helped the neighbor cut the grass or take out the garbage? All of these things are jobs.

Maybe you did not get paid to do them, but they gave you experience. You can list work experiences on your résumé and application. These experiences can help you decide what you want to do for a job.

## What Do You Want To Do

Sometimes it is hard to find a job because you don't know what you would like to do. You can find many interest surveys on the Internet. If you do not have the Internet at home, go to the library and use the computers there. Take a test to help you decide what you would be good at. Here are some sites you can visit. They have interest surveys tests. They will not cost you any money.

- <https://careerzone.ny.gov>
- [www.test.personality-project.org](http://www.test.personality-project.org)
- [www.careerpath.com](http://www.careerpath.com)
- [www.testq.com](http://www.testq.com)

If you cannot use the Internet, go to the closest Employment office. They will be able to give you an interest test also. Taking career interest tests can be fun. Here are some of the questions you might have to answer.

- Do you like to work with people?
- Do you like to read fiction or non-fiction?
- Can you do math in your head?
- Do you make decisions carefully or quickly?
- Do you prefer to be alone or in a group?
- Can you make friends quickly at a party?
- Do you like to create pictures and stories?
- Do you like to use your hands when you work?



Wasn't that fun? Why not give it a try.

## Résumés

Once you decide what job you want, it is a good idea to make a **résumé**. A résumé is a brief summary of a person's background and education. On a separate sheet of paper, make a résumé which looks like the one below. Just answer the questions on this sample and you will have your own résumé. Get a friend or teacher to help you.

<b>Your Name</b> Street Address City, State, Zip Code Phone Number Email Address
<b>Education</b> (if you haven't finished school, just list the dates you attended)
High School Name – School City, State Dates of attendance
<b>Work Experience</b> (if you haven't worked, list experience you have had in life like babysitting, working on cars, etc.)
Company Name, Dates of Employment <ul style="list-style-type: none"><li>• Job Title, description, responsibilities</li></ul> Company Name, Dates of Employment <ul style="list-style-type: none"><li>• Job Title, description, responsibilities</li></ul>
<b>Achievements</b>
<ul style="list-style-type: none"><li>• List academic and other achievements</li></ul>
<b>Activities</b>
<ul style="list-style-type: none"><li>• List volunteer experience, sports, clubs, etc. as well as dates of involvement</li><li>• List volunteer experience, sports, clubs, etc. as well as dates of involvement</li></ul>
<b>Skills</b>
<ul style="list-style-type: none"><li>• List computer, language, or other personal skills here</li><li>• List computer, language, or other personal skills here</li></ul>

## Applications

Sometimes you may not need to turn in a résumé. Sometimes the employer will want you to complete their **application**. An application is a written request, as for assistance, employment, or admission to a school. Since most applications are alike, it is a good idea to fill out a sample application and take it with you. Fill out the sample application below.

<b><u>Application for Employment</u></b>						
{                    } is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.						
<b><u>PLEASE TYPE OR PRINT.</u></b> Complete the entire application. You may attach a résumé, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Résumé.") Applications with missing or invalid job numbers will not be considered for any position.						
Position Applying for:		Name (Last, First, Middle):		Other names under which you have attended school or been employed:		
Street Address:			City, State, Zip:			
Social Security Number:		Home Phone:	Work Phone:		Other Phone:	
Are you eligible to work in the United States?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Are you 18 years of age or older?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	If NO, what is your current age?	
If required for position, do you have a valid driver's license?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:	
How did you learn about this employment opportunity? Check all that apply: <input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> Website <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Ad in <i>magazine</i> <input type="checkbox"/> Referral by employee <input type="checkbox"/> Ad in <i>newspaper</i> <input type="checkbox"/> <input type="checkbox"/> Other:						
<b>EDUCATION</b>						
Name of School	City/State	Did you graduate?	If NO, # of years left to graduate	If YES, date of graduation	Degree received	Major
High School						
GED						
Other School						
College						
College						
College						

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**Academic & Career Readiness Skills**

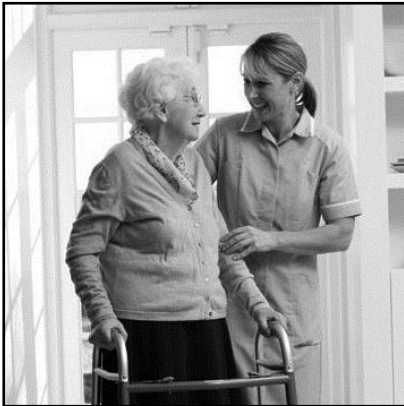
**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert).

**WORK EXPERIENCE-**Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation “See Résumé.”

**PLEASE NOTE:** We reserve the right to contact all current and former employers for reference information.

## Getting More Education

A good education leads to a good job. It is hard to find a job without a high school diploma. College graduates make more money than high school graduates. Some jobs need extra training. Have you thought about being a truck driver, nurse, or secretary? These jobs require hands-on training. If you don't like to study in books, a hands-on school may be perfect for you. Here are some careers that require hands-on training. If you are interested in a job like this, ask your teacher for more information.



**Certified Nursing Assistant**

Average salary  
\$21,800/year



**Truck Driver**

Average salary  
\$37,770



**Secretary/Assistant**

Average salary  
\$30,830



**Auto Mechanic**

Average salary  
\$40,380/year



## Job Hunting

There are many ways to look for a job. You can ask a friend. You can go to the Employment office. You can read the ads in a newspaper. You can look at store windows. Sometimes when a store needs a worker, they will place a “Help Wanted” sign in the window. You can even look on the Internet. Let’s take a closer look at some of the ways you can find work.

**Ask a friend:** Ask your family and friends if they know where you might get a job. When a company is hiring new employees, old employees usually know about it. Friends can give you leads on jobs.

**Employment office:** Find the employment office near you and stop in. They have workers who make it their business to know about jobs. They will ask you what education and training you have. They will look through all of their jobs. They will match you with a job you may like. It is *their* job to help *you* find a job.

**Newspaper ads:** Have you ever seen an ad like the one below? Companies put ads in the newspaper when they need to hire new employees. It tells you how to apply for their job. In this ad, the employer wants you to come to his store to apply for the job.

**HELP WANTED:** Full time cook with experience. Apply @ 425 N. Main St. Buffalo, NY, at Yummy Food Restaurant.

**Store Windows:** Many times when a store is looking for help, they will place a “Help Wanted” sign in the window. Look at the example below. If you see a sign in the window, you should go into the store or



restaurant and ask to see the owner or manager. They will be able to give you an application. It is important to have your résumé or sample application with you when you apply. Remember to dress nicely.

**Look on the Internet:** There are many places you can go on the Internet to look for jobs. The Employment office might know of some that are good for your area. Below is a list of sites you can check out.

- [www.careerbuilder.com](http://www.careerbuilder.com)
- [www.AllRetailJobs.com](http://www.AllRetailJobs.com)
- [www.HotJobs.com](http://www.HotJobs.com)
- [www.gojobs.com](http://www.gojobs.com)
- [www.WorkplaceDiversity.com](http://www.WorkplaceDiversity.com)
- [www.indeed.com](http://www.indeed.com)
- [www.usajobs.gov](http://www.usajobs.gov)
- [www.monster.com](http://www.monster.com)
- [www.jobs.com](http://www.jobs.com)
- [www.jobmarket.nytimes.com/pages/jobs](http://www.jobmarket.nytimes.com/pages/jobs)

## Applying for the job

There are many ways to apply for a job. You can send in a résumé. You can fill out a form on the Internet. You can stop by in person and talk to the manager. Here are some things to keep in mind when you apply for a job.

Use your best handwriting on applications. The employer will think you are a sloppy person if you turn in an application that is not written in your best handwriting. Do not make marks on the application. Do not spill coffee or juice on it. Keep it safe and clean. If you make a mess of the application, ask for another one. Do not scribble out information. If you make a mistake, put ONE line through it and then write the correct information above it.

Use your résumé. In this lesson, you have made a résumé. Have someone type it for you on the computer if you did not already do that. Make copies on good, clean paper and take your résumé with you. It gives you something to hand to the employer.

It is something extra that you can hand in with your application. It shows that you are serious about getting a job. It shows that you have put extra effort into getting a job.

Always wear your best clothes. If you spend a day looking for a job, make sure you look your best.



Make sure your clothes are clean and mended. Don't wear clothes that have rips in them. Make sure that your hair is washed and combed. Brush your teeth and put on deodorant. The best things to wear are black pants and a clean white shirt. If you are a girl, you can also wear a black skirt and white shirt or a nice dress. If you do not have these things, you can wear anything that is clean and neat.

## Interviewing for the job

You have applied for the job. The boss calls and wants to **interview** you. An interview is a conversation between the employer and a potential employee. What do you do now? Interviewing can be scary. You want to look perfect when you go. You want to say the right thing. You want to follow these tips.

Always wear your best clothes. Make sure you look your best. Make sure your clothes are clean and mended. Don't wear clothes that have rips in them. Make sure that your hair is washed and combed. Brush your teeth and put on deodorant. The best things to wear are black pants and a clean white shirt. If you are a girl, you can also wear a black skirt and white shirt. If you do not have these things, you can wear anything that is clean and neat. Yes, you have read this before. That is how important it is. Always look your best.

Learn about the company. Search the Internet for information about the place. Ask friends, family, and neighbors what they know about the business. Write down three questions you would like to ask the people who interview you. This shows that you are interested in working for them.

Do practice interviews. Below are some basic interview questions. Practice interviewing with a friend or family member. Be sure to smile and to look that person in the eye.

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?
- Where would you like to be in your career five years from now?
- What attracted you to this company?
- Why should we hire you?
- What did you like least about your last job?
- When were you most satisfied in your job?
- What can you do for us that other candidates can't?
- What were the responsibilities of your last position?
- Why are you leaving your present job?
- What do you know about our company?
- Do you have any questions for me?

Send a thank you note. It is a good practice to send a thank you note to employers. It is a nice thing to do. It gets your name in front of them one more time. It may make the difference between getting the job and losing the job.

Be prepared. Be confident. Good luck!

☞ End of Lesson 4 ☞