

Worksheet 2 – Job-seeking Tips

Interview

An interview is a formal consultation usually to evaluate qualifications; a meeting at which a writer or reporter obtains information from a person; or a conversation, as one conducted by a reporter, in which information is elicited from another.

Employment Application

- Read the instructions carefully.
- Print/type your responses neatly.
- Proofread your application.
- Do not leave blanks.
- Keep a copy.
- Submit by the deadline.

Research shows that young people have a competitive edge over older people in some areas of employment. It is important to remember these advantages when interviewing for a position and/or filling out a job application.

Your Competitive Advantages

- Young people have no bad work habits.
- Young people are easily trained – quick productivity.
- Young people will work for less money.
- Young people are comfortable with technology.
- Young people have enthusiasm.
- Young people will work less desirable work hours.

Worksheet 2 - Continued

Quick Guide - Resume Preparation

- Take time to develop your resume. Devote at least three hours to it.
- Type your name in the top center or upper right-hand corner of the page.
- Start your resume with a brief and clear job/career objective statement or a strong indication of the type of position you are seeking.
- Support your objective with what is relevant and marketable to accomplishing it.
- Stress achievement rather than job descriptions.
- Start your achievement statements with action verbs and do not use vague terms such as “responsible for”.
- Do not write about activities that you do not want to do again. Promote only the skills you enjoy using.
- Use a minimum of words in promoting your qualifications.
- Use bulleted statements. They are quicker and easier to read than paragraphs.
- Prioritize your statements and sections so that the most impressive information is presented first.
- Be creative, but always be honest. Do not lie.
- Fit your resume on no more than two pages. The exception to this limit applies to resumes for the academic and scientific communities.
- Format a two-page resume by placing “Continued” on the bottom of page one and then placing your name and “Page Two” at the top of the second page.
- Proof your resume. There should be no misspellings, grammatical errors, or other mistakes.

Session 5 – The Application

Worksheet 1

NAME: Greg Bulmash

SEX: Not yet. Still waiting for the right persons.

DESIRED POSITION: Company's President or Vice President. But seriously, whatever's available. If I was in a position be picky, I wouldn't be applying here in the firstplace.

DESIRED SALARY: \$185,000 a year plus stock options and a Michael Ovitz style severance package. If that's not possible, make an offer and we can haggle.

EDUCATION: Yes.

LAST POSITION HELD: Target for middle management hostility.

SALARY: Less than I'm worth.

MOST NOTABLE ACHIEVEMENT: My incredible collection of stolen pens and post-it notes.

REASON FOR LEAVING: It sucked.

AVAILABLE TO WORK: Of course! That's why I'm applying.

PREFERRED HOURS: 1:30 – 3:30 p.m. Monday, Tuesday, and Thursday.

DO YOU HAVE ANY SPECIAL SKILLS?: Yes, but they're better suited to a more intimate environment.

MAY WE CONTACT YOUR CURRENT EMPLOYER?: If I had one, would I be here?

DO YOU HAVE ANY PHYSICAL CONDITIONS THAT WOULD PROHIBIT YOU FROM LIFTING UP TO 50 LBS?: Of what?

DO YOU HAVE A CAR?: I think the more appropriate question here would be "Do you have a car that runs?"

HAVE YOU RECEIVED ANY SPECIAL AWARDS RECOGNITION?: I may already be a winner of the Publishers Clearinghouse Sweepstakes.

DO YOU SMOKE?: On the job, no; on my breaks, yes.

WHAT WOULD YOU LIKE TO BE DOING IN 5 YEARS?: Living in the Bahamas with a fabulously wealthy supermodel who thinks I'm the greatest thing since sliced bread. Actually, I'd like to be doing that now.

DO YOU CERTIFY THAT THE ABOVE IS TRUE AND COMPLETE TO THE BEST OF YOUR KNOWLEDGE?: Yes, Absolutely.

SIGN HERE: Aries