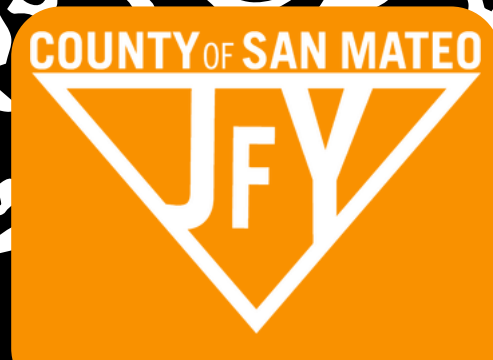




Landing the Job

NAME _____



The Purpose

This workbook is designed to provide you with an introduction to various different stages of the employment process, from Networking to Job Searching to the Interview, we've got you covered! Please read on to explore our various lessons in this workbook!

This workbook was proudly created by the Jobs for Youth Team in the Human Resources Department of the County of San Mateo who believe in your success.

**Download our job preparedness workbooks,
access job listings, and find additional resources at
www.jobsforyouth.org**

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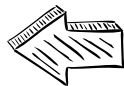
Objectives

Sometimes it isn't what you know but who you know - let's strengthen our networks!



Leverage your Key to Success as our guiding compass to land the right job for you.

Your resume & cover letters will be ever changing - learn to review job announcements to tailor your resume.



Learn how to best prepare for an interview to be your most confident self.

Gain a variety of practical knowledge to support you in the various employment stages.



Chapter 1: Networking

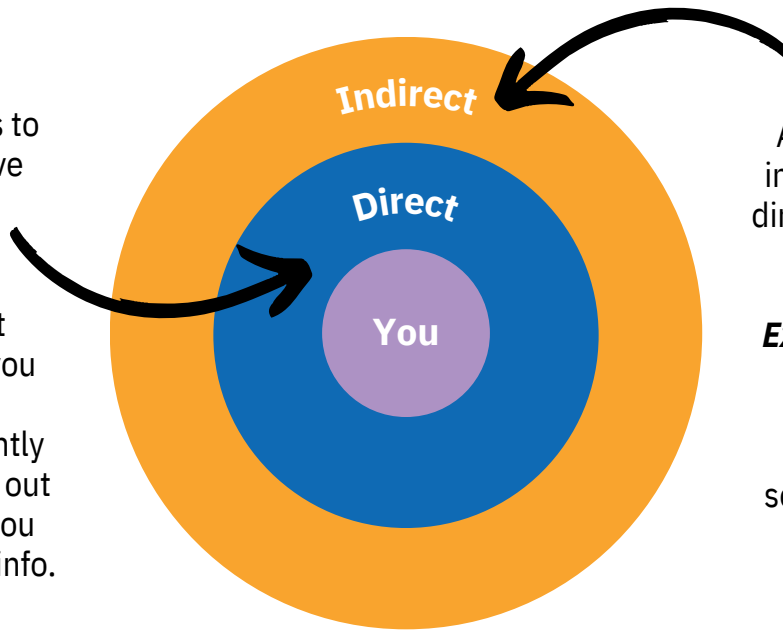
Networking

One of the most effective ways to get connected to new opportunities is through the use of networking! Having valuable connections can elevate your career to a level that would be very challenging to do on your own. Sometimes it's not *what* you know but *who* you know that can help you land your next opportunity. Let's learn how this works!

Direct Networking

A Direct Network refers to people you know or have met with directly.

Example: You are interested in working at your local Target, and you remember that your classmate Jaime currently works there. You reach out to them and they give you the manager's contact info.



Indirect Networking

An Indirect Network refers to individuals that people in your direct network know - "a friend of a friend."

Example: You're interested in working at your local coffee shop. So you contact your friend Bailey, who knows someone named Morgan, who works at the coffee shop..

Exercise: What does networking mean to you?

How can you benefit from networking?

Personal & Professional Networks

Now that we have covered *Direct vs. Indirect Networks*, we can now explore **Personal & Professional Networks**. Our Personal Network is made up of our family, friends, classmates, teammates, etc. Our Professional Network consists of people like our teachers, supervisors, mentors, counselors - the lists go on. However, it is common for the lines to be blurred between the two.

Exercise: Identify if the different people in the table below are part of your **Personal and/or Professional Networks**. Where would you place the people in the space below the table?

Grandma	Teacher	Counselor
Coach	Manager	Best friend
Sibling	Uncle	Family friend
Classmate	Mentor	Personal trainer





The Passion Pitch

Have you ever heard of the term *Elevator Pitch* before? You may be familiar with this concept already, but basically it is a quick, 30-60 second "speech" of a product, service, or idea. It gets its name from the amount of time it typically takes to ride an elevator - not very long.

However, here we will not be doing an elevator pitch, rather a *Passion Pitch*, where we invite you to concisely share your biggest passions, goals, and skills. This can be helpful not only when networking, but also when interviewing for a job!

So what are you waiting for?! Let's get going!

Exercise: Fill in the blanks of the statement below to craft your Passion Pitch:

PASSION PITCH

Hi! My name is _____, and I am interested in
[NAME]
_____ after I graduate high school. I'm really
[HIGHER EDUCATION/CAREER GOALS]
passionate about _____, so I feel a career in
[PASSION]
_____ would make me happy. Thanks to my
[FIELD/INDUSTRY]
experience as _____, I have learned valuable skills
[WORK/SPORTS/CLUBS/VOLUNTEER]
like _____, _____, and _____. I am eager
[TRANSFERRABLE SKILLS]
to obtain new skills and gain professional experience, and
you would benefit from having a passionate employee with
unique talents and goals!

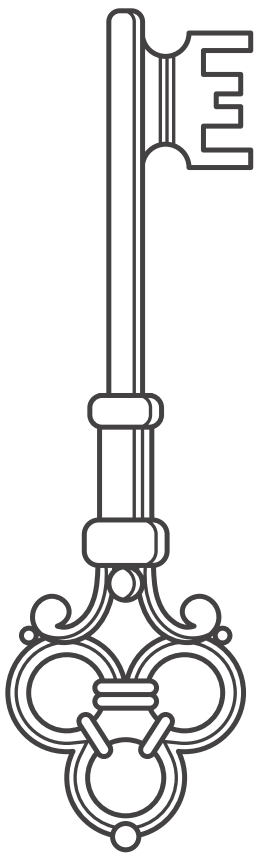
Chapter 2:

The Job Search

Key to Success

At JFY, we believe we all already possess within ourselves the 4 fundamental criteria for determining our own path. What does that mean? Well, through our Key to Success activity we explore our unique Values, Passions, Talents, & Goals to determine the best path for ourselves. This activity can serve as a useful resource when determining what to pursue after high school, what job might be best for you at any point in time, and even what your long term career options could be.

Exercise: Fill in each box with your personal values, passions, talents, and goals to find out what success looks like for you!

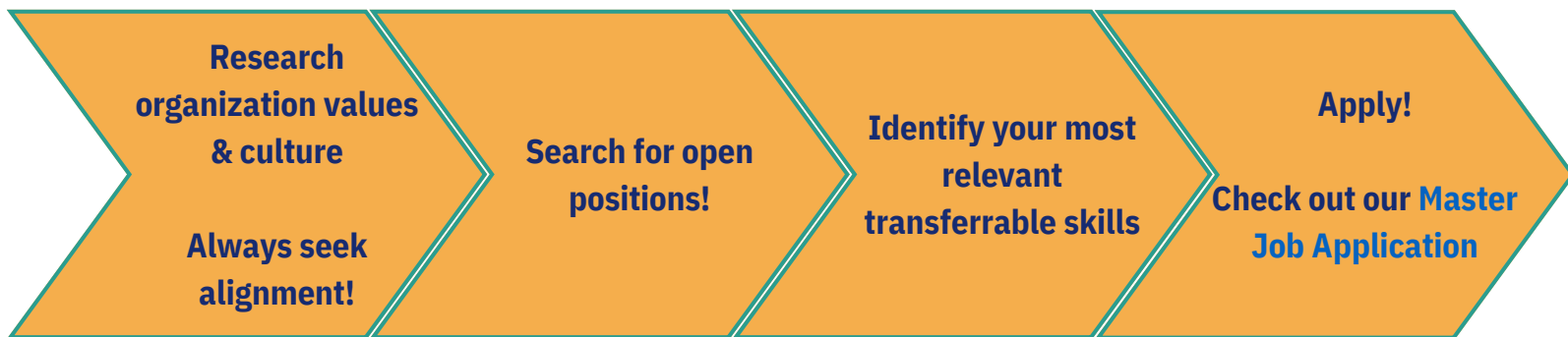


Values	Passions
Goals	Talents

The Job Search

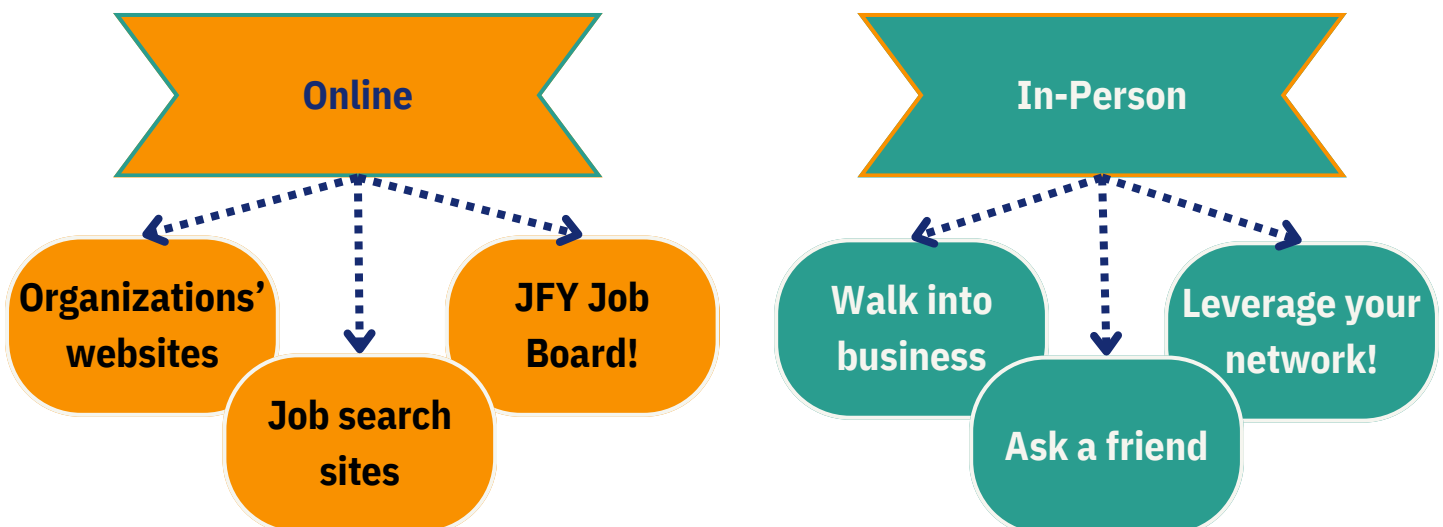
Looking for Opportunities

Now that we have completed our *Key to Success*, we can now begin exploring ways to reach these goals. For example, let's say we identified that being a barista would make us extremely happy - we love coffee after all! The next step would be to follow the path below to land that job while making sure we are always in alignment with our own values and goals:



So... where do I even look for a job?

Great question! Let's explore the two main ways we can find a job nowadays: Online and In-Person. Please refer to the diagram below for a simple overview of resources available to you (including our very own Jobs for Youth Job Board!) when you are looking for work:



What is one industry/field, job, or career you would like to learn more about?

The Job Announcement

The **job announcement** is a very important piece of the job search puzzle. It is broken up into several different sections, and offers us all of the information related to that position, including what the responsibilities are, what the organization's mission is, what they are looking for in the ideal candidate, and much more. It is our responsibility to use this information to our advantage when applying to positions. This can be a little intimidating sometimes, so let's practice!

Exercise: Read the job description from a real job announcement below and identify a few qualities that resonate with you. We have given you an example to get you started:

J O B

The Youth Program Leader is responsible for leading a classroom to deliver safe and effective learning environments for students through teaching, facilitation, and coordination. This role will provide you with valuable professional development and personal growth opportunities as you will have the chance to work with different grade bands (TK-8). This role reports to the Associate Site Director and is for those who are available to work 3 days a week during the school year in one of our Redwood City sites. Drawing upon best practices in youth development, you will guide students to build academic and life skills in a meaningful, fun context.

Example: I enjoy working with youth, leading classroom activities

Your Skills

Now that we have practiced reading through the job description section of the job announcement, we can make our way down to the skills section. We can use this information to help us craft a strong resume and job application. We want employers to see that we took the time to read through the job announcement and tailored our resume and application to this specific opportunity!

Exercise: Read through the various skills that BGCP is looking for, and identify the ones that you already have!

Skills

- Manage a classroom of approximately 10-20 students per 1 staff
- Provide academic mentoring and homework assistance
- Conduct life skills and team-building activities
- Communicate with parents/guardians, school staff, and BGCP leadership
- Maintain a positive, safe, productive work environment
- Ability to motivate through positive reinforcement
- Strong communication skills
- Flexible in navigating a fast-paced environment
- Spanish fluency is a plus

My Skills

1. **Facilitation**
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Goal Setting

In order to add some structure to our job search process, we should set a few goals for ourselves. When we set goals, we are not only sitting with what we want to accomplish. We are also giving ourselves a way of coming up with some structure in our lives. So, let's go!

Exercise: Let's come up with three goals for ourselves as they relate to the job search process:

#1

#2

#3

Now that we have come up with three goals, we can take it one step further by coming up with *action items* for each goal. An action item is something we can do to help us reach our goals.

For example, if a goal of yours is to learn about a specific type of job (i.e. nursing), an action item could be to conduct an *informational interview* with a nurse (**more on informational interviews in Chapter 5!**)

	Goal #1	Goal #2	Goal #3
Action Item 1			
Action Item 2			

Chapter 3:

Resume & Cover Letter

The Resume

A resume is a document that is all about you. It is a one-stop-shop for employers to see who we are and our past experiences. Below you will find a sample resume with the various sections explained. On the next page we will guide you through creating your own! As a rule of thumb: your resume should highlight your **knowledge, skills, & abilities**, and your cover letter should focus on your *values, passions, talents, & goals* - but more on that later!

Header

Your header should include your name and contact information.

Luna Gonzalez

Redwood City, CA 94063 | (650) 555-1111 | Luna.Gonzalez@gmail.com

Professional Summary

Friendly and customer focused high school student with proven culinary and time management skills. Passionate culinary student who loves burgers, fries, and root beer floats! Seeking an opportunity to develop new skills and provide superior dining experiences for guests as a Store Associate at In-N-Out in Redwood City, CA.

Summary of Qualifications

- Excellent communication and interpersonal skills! Friendly and positive attitude!
- Proficient in preparing ingredients, including cutting meat and chopping/peeling vegetables and fruit.
- Manage time effectively when preparing and cooking food orders to minimize customer wait time and increase kitchen efficiencies.
- Ability to juggle, organize and prioritize multiple tasks to meet project deadlines.
- Ability to work independently as well as a team player.
- Dependable and strong work ethic.

Prof. Summary

2-3 sentences describing **yourself** while tying it in with the **opportunity**.

Skills

Between these two sections, you can describe any and all relevant experiences that have helped you gain the skills you have. Get creative!

Relevant Skills & Experience

Customer Service

- Provide excellent customer service with ease and professionalism
- Greet customers and responded to inquiries to ensure customer satisfaction
- Bilingual – Fluent in Spanish and English

Culinary Skills

- California Food Handler (Expiration November 2027)
- Cooking Basics and Nutrition Principles through Culinary Arts program at school.
- Prepared delicious snacks and lunches for my two siblings during the pandemic.
- Responsible for cleaning kitchen and tables to maintain a clean environment for family during the pandemic.

Computer Skills

- Provided daily technical support to my two siblings logging into Google and Zoom classrooms.
- Proficient in Microsoft Office, Google Docs and Internet Research.

History

List your **Volunteering, sports, clubs, and much more** here!

Work History

Sequoia High School
Service Representative/Culinary Arts 8/25 - 5/26

Self Employed
Child Care Provider 6/21 - Present

Education

Sequoia High School, Redwood City, CA Exp. graduation 5/29

Education

What is your most up-to-date education level?
What are you currently studying and when do you expect to graduate? Any certifications?

The Profile

We know that building your resume might be a bit of a daunting task. We also recognize that the Profile section can often be the most challenging; we are not only introducing and describing ourselves, but we are also directly tying our Profile back to the job we are applying to. We must use the job description section of the job announcement to help us do this. Please take a moment to read through the job description below before moving on to the activity:

J O B

This job is what In-N-Out is all about; give customers the freshest, highest quality foods and provide them with friendly service in a sparkling clean environment. At In-N-Out, our work environment is fast-paced, fun, and team-oriented. In addition to a great starting wage, we offer benefits like flexible schedules and paid vacations. Our full-time Associates are eligible to receive medical, dental, vision, and other insurance benefits. You can even have a free burger every day you work.

Exercise: After reading the Job Description, put a check mark next to the Profile you think is stronger and provide a brief explanation below:

☐

Personable and friendly high school student who loves In-N-Out. Seeks to develop new skills while providing excellent customer service in a sparkling clean environment. Excited to contribute in the role of Store Associate.

☐

Highly motivated student eager to utilize strong customer service experience and communication skills to provide outstanding service to a range of clients. Eager to develop new skills and explore new opportunities.

--

Build Your Resume

Personal Information

Complete the following fields. If you do not have a personal email for jobs, we recommend creating one!

Name: _____

Email: _____

Address: _____

Write 2-3 sentences about yourself and what you would like the employer to know about you. Are there specific skills that you would like them to know?

Skills

This section of the resume should include bullet points of your knowledge, skills and abilities. What are some skills that you have that you are proud of? Please list some skills you've gained through your experiences.

Skill #1: _____

Skill #2: _____

Skill #3: _____

Experience

List your past and present experience, with the most recent or current position at the top. Be sure to include the job title, name of the organization, and dates where you worked. Remember volunteer experience counts!

Experience #1: _____

Experience #2: _____

Experience #3: _____

Education

Add the full name of your school, City & State. Also make sure to include your expected graduation date.

School: _____

Projected Graduation Date: _____

The Cover Letter

A cover letter introduces who you are in more detail than your resume, highlights your most relevant experiences and skills, and should highlight your values, passions, talents, & goals, and should align with the position and company.

A great cover letter should be clear, one page long, and tailored to the specific job you're applying for. Just as you would with your resume, review the position qualifications to craft your letter. Most importantly, be yourself!

Opening

Here is a great place to include the position title and employer name! How does the company's values align with your own passions and values? Research the company to find out what makes them special and highlight the values that personally align with you.

Use the next few sentences to share what makes you special! Highlight how your goals and talents perfectly align with the goals of the employer you want to work for.

Body

This is an opportunity for you to share about your accomplishments! Reflect on some of your involvements: Are you a great babysitter, sports player or student club enthusiast? Draw on these experiences to share a bit about your skills and accomplishments. Tip: Give some context on the organization, describe your actions and the result of them.

Conclusion

Here is your chance to re-emphasize your wonderful personal qualities & passion while also extending gratitude to the employer reading your application!

The Cover Letter

Let's Dissect a Cover Letter!

If you are submitting both a cover letter and resume, keep the same headers and font to remain consistent.

Inside Address

Include the address of the business you're applying to. It should emulate a traditional address format, including the name of the hiring manager, if applicable.

Pam Halpert
555 Bear Creek Lane
Scranton, PA 18501
650-555-1234
phalper t@gmail.com

Header

Your resume header and cover letter header should be the same, and should include your contact information. You can design this to look however you'd like!

Salutation

February 21, 2021

Ms. Leanne Bach
Dayjob, Inc.
456 Main Street
Redwood City, CA 94063

Dear Ms. Bach,

Opening

Your opening paragraph should include a reiteration of the company and position you are applying for. Be specific with job title/

I'm writing in response to your recently posted position as an Office Associate for Dayjob, Inc. I am very interested in this opportunity, and am confident that my qualifications and professional experience would make me a strong candidate for the position.

As a Sales Associate at my current job, I have learned the value of great customer service, and through my experience keeping inventory I have perfected my organizational skills. I also have experience with cashiering on a digital system, and I work with computers daily at school, so I am comfortable with technology and can learn new systems quickly. I view Dayjob, Inc.'s Office Associate position as an opportunity for me to elevate my career to the next step. Working for a recognizable, high-quality company such as Dayjob, Inc. would be a great privilege.

I can offer your company great enthusiasm, passion for success, professionalism, and strong capabilities for advancement in the clerical industry. Thank you in advance for considering my application. I hope to have the great opportunity to meet with a representative of Dayjob, Inc. to further discuss my candidacy.

Body

The body of should include specific examples of your skills and experiences at work and school, plus how you would be an asset to your desired position & company.

Conclusion

Your conclusion should remind the employer that you are the best candidate! Thank them for their time & express interest in meeting in person.

Sincerely,

Pam Halpert

Chapter 4:

The Interview

The Interview

One of the most essential and recurring components of the career journey is *the interview*. Before an employer is willing to hire us, they will conduct some form of interview (or interviews). There are many reasons a hiring manager might want to conduct an interview, but keep in mind that this is also an opportunity for us to "interview" the employer.

But let's start with some reflection questions first. Please read the reflection prompts below and respond to each of them in the boxes.

What is an interview?

What is the purpose of an interview?

How would you prepare for an interview?

Preparing for the Interview

Job Descriptions tell you everything you need to know about preparing for the interview! It tells you about the knowledge, skills & abilities necessary for a position, which will impact the kinds of questions an employer asks in an interview. Use this to your advantage! You are already qualified for the position if you are being interviewed, but preparing for questions they may ask will build up your confidence and show your interest in the position.

J O B

At Philz, we're doing something bigger than coffee - we're building culture and community. We believe that warmth, authenticity, kindness, positivity and passion can Better People's Days — one cup and one customer at a time. If this sounds like a place you'd embrace – keep reading! You'll be active all day with many responsibilities, including making drinks, preparing food orders, working the register, cleaning and stocking. Our mission of bettering days can't be met alone, so you'll partner with a communicative, supportive, and respectful team.

We make sure that every Philz is an inclusive, fun, creative and vibrant workplace. You'll be part of an environment dedicated to bettering people's days and building community. Don't worry if you've never been a barista before - if you have a passion for people and a willingness to learn, we'll teach you everything you need to know.

Exercise: Use the job description to brainstorm potential interview questions the employer might ask. It may be helpful to think about the skills needed for the job.

Ex: How could you "better days" as a barista?

Interview Questions

Now that we have practiced brainstorming potential questions we might be asked after reading through the job description, let's practice answering frequently asked interview questions. Below we have provided 3 common interview questions that you may (and probably will) encounter throughout your career. Please take a moment to draft your responses to each of them!

How does your educational and previous experiences qualify you for this position?

Provide an example of a high-pressure situation you handled, and how you resolved it.

You have been tasked with a big project, due at the same time as another project you're working on. How do you balance your time to ensure both projects are completed?

The Passion Pitch

Have you ever heard of the term *Elevator Pitch* before? You may be familiar with this concept already, but basically it is a quick, 30-60 second "speech" of a product, service, or idea. It gets its name from the amount of time it typically takes to ride an elevator - not very long.

However, here we will not be doing an elevator pitch, rather a *Passion Pitch*, where we invite you to concisely share your biggest passions, goals, and skills. This can be helpful not only when networking, but also when interviewing for a job!

So what are you waiting for?! Let's get going!

Exercise: Fill in the blanks of the statement below to craft your Passion Pitch:

PASSION PITCH

Hi! My name is _____, and I am interested in
[NAME]

_____ after I graduate high school. I'm really
[HIGHER EDUCATION/CAREER GOALS]

passionate about _____, so I feel a career in
[PASSION]

_____ would make me happy. Thanks to my
[FIELD/INDUSTRY]

experience as _____, I have learned valuable skills
[WORK/SPORTS/CLUBS/VOLUNTEER]

like _____, _____, and _____. I am eager
[TRANSFERRABLE SKILLS]

to obtain new skills and gain professional experience, and
you would benefit from having a passionate employee with

unique talents and goals!

Interview Follow-Up

After an interview, it's recommended you send a thank you letter to the company via email. The thank you letter should be short but concise, and should be addressed to the person with whom you interviewed if possible. Do what you can to send the letter out as soon as possible, ideally within 24 hours of the interview. Sending a thank you letter will leave a lasting impression on the person you interviewed with, and will allow you to display more of your professional strengths. Most importantly, sending a thank you letter reinforces the fact that you want the job!

New Message

— ↗ ✕

To hiringmanager@philzcoffee.com

Subject

Send





▼

Chapter 5:

Best Employment

Practices

Goal Setting

As you have hopefully noticed by now, our whole career is a journey and a process. In each new stage of the journey, it is important to continue grounding ourselves by reflecting and looking inward. To kick off the final chapter of our workbook, we will be exploring a few areas of pre- and post-hire.

To start us off, we encourage you to think of three career goals. These can be short, medium, or long term goals. You may find it helpful to set one of each!

Reflection: We invite you to reflect and list down three career goals you have. As mentioned above, these can be short, medium, or long term goals. Be creative and have fun!

Ex. Learn more about what fields interest me most.

#1

#2

#3

Now that we have come up with three goals, we can take it one step further by coming up with *action items* for each goal. An action item is something we can do to help us reach our goals.

For example, if a goal of yours is to learn about a specific type of job (i.e. nursing), an action item could be to conduct an *informational interview* with a nurse (**more on informational interviews on the next page!**)

	Goal #1	Goal #2	Goal #3
Action Item 1			
Action Item 2			

Informational Interviews

An informational interview is a casual meeting in which a person seeking a job gathers information and advice from a professional who is already in the field. For example, if you are interested in becoming an After School Program Leader, it may be helpful to discuss with your friend's sibling, who works in this position. It can help you prepare for the actual job interview, application process and more! In addition, you are able to conduct these interviews with your coworkers if you are curious about their roles as well.

Remember that you hold the power in ultimately deciding if you want the job! Use these conversations to help you decide if the role will be a good fit for you. How does the role align with your values, passions, talents and goals?

WHY SHOULD YOU CONDUCT AN INFORMATIONAL INTERVIEW?	POTENTIAL QUESTIONS TO ASK
• Help you understand the expectations of the job you want • Learn how to prepare for the job/career of interest • Build confidence for the interview • Expand your network	• Tell me about your previous experiences. How did they prepare you for your role? • What are some of the responsibilities of your role? • What is something about the position that most people don't know about? • What advice do you have for someone pursuing this role?

Exercise: Let's practice! Take a second to think about a job that excites you. Now imagine that you got a chance to interview a pioneer in the field. What questions would you ask to see if this is an opportunity you want to explore further?

Ex: You have the opportunity to interview Duolingo's social media manager. What would you ask them about the position and field of marketing?

First Day on the Job

Congratulations! You got the job! As exciting and important as this is, there is still some more work to be done to ensure we get things going on the right note. We encourage you to take a moment to review the First Day Checklist we created to help you remember some of the most important things for your first day.

Remember, preparation and organization are two very valuable transferrable skills! So what are you waiting for? Review the checklist and have a great first day on the job!

- ☐ Lay out your clothes _____
- ☐ Pack all of your essential documents _____
- ☐ Plan your ride & commute times _____
- ☐ Scope out parking if you plan to drive _____
- ☐ Prepare any questions _____
- ☐ Pack your bag (snacks, pens, etc) _____

Reflection: How can you best prepare for starting a new job? Is there anything you feel you could use more support with?

How to Quit a Job

Letter of Resignation

When it's time to move on to another opportunity or end employment for another reason, it's important to make a graceful exit. As a courtesy, you should notify your employer that you are leaving at least *two weeks prior* to your last day. Not only will this give them ample time to adjust the schedule, but you will leave on good terms with your employer and teammates. This can also ensure that you are able to use your manager as a future reference, or return to this place of work in the following summer or winter break.

LETTER

Dear _____,
[Manager's Name]

Please accept this letter as my formal resignation from _____. My
[Company Name]
last day of work will be _____. I have appreciated the opportunity to work
[Date]
with you and the rest of the team here at _____. I have learned
[Company Name]
_____ and I will take this new skillset and lessons with me in my
[any soft or technical skills]
future opportunities.

[insert one thing you are grateful for from this experience]

Thank you again for the opportunity,

[Your Name]

Chapter 6:

Life Skills

Goal Setting

In order to add some structure to our job search process, we should set a few goals for ourselves. When we set goals, we are not only sitting with what we want to accomplish. So, let's go!

Exercise: Let's come up with three goals for ourselves as they relate to the job search process:

#1	
#2	
#3	

Now that we have come up with three goals, we can take it one step further by coming up with *action items* for each goal. An action item is something we can do to help us reach our goals.

For example, if a goal of yours is to learn about a specific type of job (i.e. nursing), an action item could be to conduct an *informational interview* with a nurse (**more on informational interviews in Chapter 5!**)

	Goal #1	Goal #2	Goal #3
Action Item 1			
Action Item 2			

Weekly Schedule

As we transition to a more independent living situation, sometimes it can be challenging to maintain a balanced schedule for ourselves. To make sure we get to all the things we both need and want to do, planning out our week ahead of time can keep us focused and on track. Let's practice by planning out our next week!

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	Notes
	Goals

Financial Literacy

Budgeting helps you plan how to spend your money, save for your goals, and avoid running out of money before the month ends. Let's practice by filling out a simple budget tracker below.

#1 Use example amounts below or your own estimates to complete the budget.

#2 Calculate your totals.

Income	
Income Source	Amount
Job	
Financial Aid/Scholarships	
Gifts/Family Support	
Other Income (freelance, gigs, etc)	
Total Income	

Expenses	
Expense Category	Amount
Housing (rent, utilities)	
Food (grocery, meals)	
Transportation (gas, bus, parking)	
School (tuition, books, supplies)	
Personal (phone, clothes, toiletries)	
Fun/Entertainment	
Savings/Emergency Fund	
Total Expenses	



Calculate Your Balance

Total income
- Total expenses

- Positive (+): Great, let's start saving!
- Zero: You're breaking even.
- Negative (-): You're spending more than you earn. How can we lower expenses?

Reflection: What is one area where you could cut back to save more money?

Wellness Journaling Prompts

1. How do you handle setbacks, and what can you do to be kinder to yourself?
2. What new healthy habits have you formed, and how have they improved your life?
3. What change(s) do you want to see in your life? Why and how will these changes make you feel better?

Fun Fact Bingo

Part of wellness is, of course, having a little bit of fun! In the spirit of fun, let's play some Fun Fact Bingo. In the Bingo card below, write a fun fact about yourself in each of the blank boxes. Then, go around the group and mark a box that you have in common with someone else. Ready, set, GO!

Appendix

Getting a Work Permit

Why do you need a work permit?

If you're under the age of 18 but interested in gaining employment experience, a work permit is required. A work permit allows you to work in more controlled circumstances based on your age, school status, and other potential factors.

STEP ONE	STEP TWO	STEP THREE	STEP FOUR
Pick up a Work Permit Form from your school's career center or your counselor. During the summer, you'll need to go to the District Office. Fill out the personal information section.	Once you've gotten the job, hand the Work Permit Form to your new supervisor to complete the "Employer Section"	Have a parent or guardian sign the Work Permit Form.	Once the form is complete, return it back to the school/ office where you picked it up. A work permit will be issued to you once everything is processed.

INFORMATION ON YOUTH LABOR LAWS: dir.ca.gov/dlse/DLSE-CL.htm

Application Prep

Review the Job Announcement

Is the position type in alignment with your 4 keys?
Is it a good fit?

Do you meet the minimum requirements
for the position?

When is the deadline to apply? What documents do
you need to submit (resume, cover letter,
supplemental questions)?

Prepare Application Requirements

Prepare an updated resume, cover letter, and
reference list. Use the job description to modify your
resume to fit the needs of the position. Remember
that you already possess transferrable skills that
qualify you! Refer to **page 14** for examples.

Complete the application thoroughly and ensure
that the information you input is correct.

Prepare answers to supplemental questions if
necessary. Be concise, grammatically correct and
have someone read over all of it for you.

The Power of a Master Application

The “Master Application” is **a living document** where all of your past experiences including volunteer work, clubs, sports, babysitting, etc. will be listed. Skills, job responsibilities, education and references will also be placed on the sheet. This will make it easier for you when you fill out the actual job application. Be sure to update the Master Application throughout your journey so you can keep track of all of your great accomplishments and experiences. It will also save you time!

Update your master application regularly as you gain more experience and acquire new skills. Just be sure to limit the list to the last few years.

Reach out to a teammate, counselor, teacher, etc. for a reference. Be sure to **give your reference notice** so they'll be prepared if a potential employer calls.

Take note of the responsibilities you had at your previous jobs, and what skills you've gained through that experience.

Volunteer work is a great addition to any application, regardless of the job you are applying to.

Master Application

Name _____

Home Address _____

Email _____ Cell (_____) _____

CA Drivers License: ☐ Yes ☐ No

EMPLOYMENT/VOLUNTEER HISTORY

Most recent employer goes first (include community and/or volunteer work. Use Examples: if no work history: Teacher's Aide, Tutor, Babysitter/Childcare Provider, Yard Work, etc. See application samples.

Name of Employer:		Phone:	
Job Title:		Supervisor:	
Address:			
Date started:		Date Ended:	
Duties:			
Reason for leaving:			

Name of Employer:		Phone:	
Job Title:		Supervisor:	
Address:			
Date started:		Date Ended:	
Duties:			
Reason for leaving:			

Examples of Reason for Leaving: End of Summer, Schedule Conflict

Extra-Curricular Activities: (Please list any Clubs, Sports, School Activities, etc.)

Availability: What days and times can you work?

	SUN	MON	TUE	WED	THR	FRI	SAT
TO/FROM							

REFERENCES: (Examples: Coaches, Teachers, Past Supervisors, Career Counselors, Mentors etc.)

1. Name:		Relationship to you /Company:	
Phone #		Email:	
2. Name:		Relationship to you /Company:	
Phone #		Email:	
3. Name:		Relationship to you /Company:	
Phone #		Email:	

EDUCATION

School Name	Address	Last Year Completed	Degree Received	Subjects / Major
		☐ 1 ☐ 2 ☐ 3 ☐ 4		
		☐ 1 ☐ 2 ☐ 3 ☐ 4		

Reference List

Name: _____

Phone Number: _____

Email Address: _____

REFERENCES

Non-related individuals who can attest to your work ethic and personality.)

Reference #1	Name	
	Title	
	Phone Number	
	Email	

Reference #2	Name	
	Title	
	Phone Number	
	Email	

Reference #3	Name	
	Title	
	Phone Number	
	Email	

Sample Reference List

Name: Tony Stark

Phone Number: (123) 456-7890

Email Address: iron.man@starkindustries.com

REFERENCES

Non-related individuals who can attest to your work ethic and personality.)

Reference #1	Name	Amanda Gorman
	Title	Mentor
	Phone Number	(555) 555- 5555
	Email	agorman@gmail.com
Reference #2	Name	Peter Parker
	Title	Soccer Coach for SMC United
	Phone Number	(123) 456 - 7891
	Email	p.parker@yahoo.com
Reference #3	Name	Cesar Chavez
	Title	History Teacher at Sequoia High School
	Phone Number	(111) 111- 1111
	Email	c.chavez@sequoia.edu

Luna Gonzalez

Redwood City, CA 94063 | (650) 555-1111 | Luna.Gonzalez@gmail.com

Professional Summary

Friendly and customer focused high school student with proven culinary and time management skills. Passionate culinary student who loves burgers, fries, and root beer floats! Seeking an opportunity to develop new skills and provide superior dining experiences for guests as a Store Associate at In-N-Out in Redwood City, CA.

Summary of Qualifications

- Excellent communication and interpersonal skills! Friendly and positive attitude!
- Proficient in preparing ingredients, including cutting meat and chopping/peeling vegetables and fruit.
- Manage time effectively when preparing and cooking food orders to minimize customer wait time and increase kitchen efficiencies.
- Ability to juggle, organize and prioritize multiple tasks to meet project deadlines.
- Ability to work independently as well as a team player.
- Dependable and strong work ethic.

Relevant Skills & Experience

Customer Service

- Provide excellent customer service with ease and professionalism
- Greet customers and responded to inquiries to ensure customer satisfaction
- Bilingual – Fluent in Spanish and English

Culinary Skills

- California Food Handler (Expiration November 2027)
- Cooking Basics and Nutrition Principles through Culinary Arts program at school.
- Prepared delicious snacks and lunches for my two siblings during the pandemic.
- Responsible for cleaning kitchen and tables to maintain a clean environment for family during the pandemic.

Computer Skills

- Provided daily technical support to my two siblings logging into Google and Zoom classrooms.
- Proficient in Microsoft Office, Google Docs and Internet Research.

Work History

Sequoia High School

Service Representative/Culinary Arts 8/25 - 5/26

Self Employed

Child Care Provider 6/21- Present

Education

Sequoia High School, Redwood City, CA Exp. graduation 5/29