



DO'S FOR COMPLETING APPLICATIONS

- ✓ Read directions first and then fill out the application
- ✓ Print clearly and neatly instead of cursive writing
- ✓ Be specific about the position you are applying for (don't put "any job")
- ✓ Answer every question or write N/A if not applicable
- ✓ Only use references that have given you permission
- ✓ Include a copy of your resume with the application
- ✓ Complete applications using **blue** or **black** pen
- ✓ Provide only positive information about you and previous employers
- ✓ Stay within the boxes and the lines
- ✓ Spell accurately and make sure phone numbers are correct!



DON'TS FOR COMPLETING APPLICATIONS

- x Do not cross out information
- x Do not write "fired" for reason for leaving a job - instead, "let go" or "not a good fit" and be prepared to explain what you mean
- x Do not write unemployed on application
- x Do not say anything bad about a person or company
- x Do not forget to sign and date the application
- x Do not lie
- x Do not (or try not to) make mistakes
- x Do not leave blanks
- x Do not use abbreviations

APPLICATION FORM

POSITION APPLIED:

PERSONAL DETAILS:

Surname

Given Name

Address

Home phone

Mobile phone

Email

WORK EXPERIENCE

Employer Name

Dates from/to

Position held

Reason for leaving

Ending Pay

EDUCATION

Name of institution:

Dates attended:

VOLUNTEER HOURS

Name of institution:

Dates attended:

Number of Hours:

REFERENCESDo you agree to have references contacted in relation to this application? Yes NO

Name:	Contact Number:	Relationship:
Name:	Contact Number:	Relationship:
Name:	Contact Number:	Relationship:

OTHER INFORMATION

When will you be able to start work?

Please provide any other information that you feel is important and should be considered in the hiring process:

OTHER INFORMATION

Please list 5 traits/skills/characteristics that you feel you possess:

- ✓
- ✓
- ✓
- ✓
- ✓

DECLARATION

I declare that to the best of my knowledge the information given is true and correct.

Signature of applicant: _____

Date: _____

HOW TO WRITE A REFERENCE LETTER

Their Address

Your Address

DATE

To Whom it May Concern,

The first paragraph of the reference letter template explains your connection to the person you are recommending, including how you know them, and why you are qualified to write a reference letter to recommend for employment.

The second paragraph of the reference letter template contains specific information on the person you are writing about, including why they are qualified, what they can contribute, and why you are providing a reference letter. If necessary, use more than one paragraph to provide details.

This section of the reference letter template contains a brief summary of why you are recommending the person. State that you "highly recommend" the person or you "recommend without reservation" or something similar. This section will also include information on how the person's skills match the position they are applying for. Ask for a copy of the job posting and a copy of the person's resume so you can target your reference letter accordingly.

The concluding paragraph of the reference letter template contains an offer to provide more information. Include a phone number within the paragraph, include the phone number and email address in the return address section of your letter, or in your signature.

Sincerely,

Your Signature

Your Name (Typed)

HOW TO WRITE A COVER LETTER

Their Address

Your Address

DATE

Dear Prospective Employer,

I am writing this letter to...

State the reason for the letter, the specific position or type of work for which you are applying and indicate from what resource (Career Center, newspaper, friend, etc.) you learned of the opening.

I am interested in a position with your company because...

Indicate why you are interested in the position, the company, its products or its services. Demonstrate your high level of interest and enthusiasm for the position by revealing the fact that you have researched their organization.

I am suitable for this position because...

Refer the reader to the enclosed resume and/or application form that summarizes your qualifications, training and/or related experience. If you have related work or volunteer experience, point out the specific achievements or unique qualifications. Try not to repeat the exact information the reader will find in the resume, rather elaborate on points of interest to them.

In closing...

Refer the reader to the enclosed resume and/or application form that summarizes your qualifications, training and/or related experience. If you have related work or volunteer experience, point out the specific achievements or unique qualifications. Try not to repeat the exact information the reader will find in the resume, rather elaborate on points of interest to them.

Sincerely,

Your Signature

Your Name (Typed)

HOW TO WRITE A RESUME

YOUR NAME

Your Street Address
City, State, Zip Code
Telephone number
Email address

HIGH SCHOOL STUDENT

Job Objective: (identify job you are applying for)

HIGHLIGHTS OF QUALIFICATIONS

- Qualification and/or work to describe yourself
- Qualification and/or work to describe yourself
- Qualification and/or work to describe yourself
- Qualification and/or work to describe yourself
- Qualification and/or work to describe yourself



It is this section in your resume where you can include those 'action words' and its relevance to your skills and experience!

EMPLOYMENT EXPERIENCE

Job Title

Company name, City, State
Dates of Employment

Job Title

Company name, City, State
Dates of Employment

Job Title

Company name, City, State
Dates of Employment

EDUCATION

Name of School

Attended
City, State

Dates

Name of School

Attended
City, State

Dates

Name of School

Attended
City, State

Dates

VOLUNTEER EXPERIENCE

Company Name, City, State
Dates of Experience

Company Name, City, State
Dates of Experience

Company Name, City, State
Dates of Experience

HOBBIES INTERESTS

Identify at least 5 – no more than 8

REFERENCES

Name of Reference
Relationship to you
Contact Information

Name of Reference
Relationship to you
Contact Information

Name of Reference
Relationship to you
Contact Information

ACTION WORDS

Financial skills	Creative skills	Helping skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

Research skills	Technical skills	Teaching skills
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated

ACTION WORDS

Management skills	Communication skills	Clerical or detailed skills
administered	addressed	approved
analyzed	arbitrated	arranged
assigned	arranged	catalogued
attained	authored	classified
chaired	corresponded	collected
contracted	developed	compiled
consolidated	directed	dispatched
coordinated	drafted	executed
delegated	edited	generated
developed	enlisted	implemented
directed	formulated	inspected
evaluated	influenced	monitored
executed	interpreted	operated
improved	lectured	organized
increased	mediated	prepared
organized	moderated	organized
oversaw	motivated	prepared
planned	negotiated	processed
prioritized	persuaded	purchased
produced	promoted	recorded
recommended	publicized	retrieved
reviewed	reconciled	screened
scheduled	recruited	specified
strengthened	spoke	systematized
supervised	translated	tabulated
	wrote	validated

What's the purpose of action words on a resume?

- Highlights your skills
- Attention grabbers
- Sums up your work ethic
- Sums up your personality

Mock Interview

Student Interview Form

Student's Name: _____

Date: _____

Did they bring a resume? Y or N

Did they bring an application? Y or N

1. Tell me a little bit about yourself:

2. Do you consider yourself to be successful?

3. What really motivates you? What makes you try harder or get involved? What are you passionate about, or what is your driving force?

4. How long would you expect to stay with this company if we hired you?

5. How long would you expect to stay with this company if we hired you?

6. Can you give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa)? How did you handle the situation?

7. Describe a situation that required you to do a number of things at the same time. How did you handle it? What was the result?

8. What makes you think you are better for this job than all the other candidates?

9. What are the first three things you'd do on your first day at work here?

10. What qualities do you feel a successful manager should have?

11. Are you a team player?

12. If someone wrote a biography about you, what do you think the title should be? Why?

13. If you could compare yourself with any animal, which would it be and why?

14. If you won \$20 million in the lottery, what would you do with the money?

15. If you could trade places with any other person for a week, famous or not famous, living or dead, real or fictional. With whom would it be?

16. If you could have dinner with anyone from history, who would it be, and why?

17.If Hollywood made a movie about your life, whom would you like to see play the lead role as you?

18.What do you see yourself doing after high school graduation?

19.Do you have any questions?

PREPARING FOR AN INTERVIEW

INTERVIEW PREPARATION

Name: _____

Date: _____

Please answer the following very common interview question:

Tell me about yourself:

Watch the videos:

<https://www.youtube.com/watch?v=PZwbGF4Wci8&feature=related>

<https://www.youtube.com/watch?v=8UJIgcadGEA&feature=related>



Write down 3 tips to help you answer the question, "Tell me about yourself"

- 1.
- 2.
- 3.

AFTER WATCHING THE VIDEOS, answer the question, **"Tell me about yourself"**

Watch the following job interview video:

What went **WRONG** in their interview? (3:46)

https://www.youtube.com/watch?v=Gww2vrihjeU&feature=results_main&playnext=1&list=PL80D5AC56248F7CB1

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | |

Note: Accessible Links on Answer Page

Watch the following job interview video:

What went RIGHT in their interview? (3:47-6:38)

https://www.youtube.com/watch?v=Gww2vrlhjeU&feature=results_main&playnext=1&list=PL80D5AC56248F7CB1

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

AFTER WATCHING THE VIDEO, answer the question, **"Give me an example about a time when you went above and beyond what was expected of you"**

AFTER WATCHING THE VIDEO, answer the question, **"Tell me about a time when you worked on a project from start to finish"**

PREPARING FOR AN INTERVIEW – ANSWER KEY

Write down 3 tips to help you answer the question, "Tell me about yourself"

1. **Keep answer relevant and focused**
2. **Limit answer to 2 minutes**
3. **State your job objective**

Watch the following job interview video:

What went **WRONG** in their interview? (3:46)

https://www.youtube.com/watch?v=Gww2vrlhjeU&feature=results_main&playnext=1&list=PL80D5AC56248F7CB1

- | | |
|-------------------------------|--|
| 1. Came to the interview Late | 7. Asked questions out of turn |
| 2. Did not shake hands | 8. Cell phone was on |
| 3. Poor posture | 9. Answer cell in the middle of interview |
| 4. Resume was folded/crumpled | 10. Made inappropriate comments about supervisor |
| 5. No eye contact | -Chewing gum, overconfident |

Watch the following job interview video:

What went **RIGHT** in their interview? (3:47-6:38)

https://www.youtube.com/watch?v=Gww2vrlhjeU&feature=results_main&playnext=1&list=PL80D5AC56248F7CB1

- | | |
|-----------------------------------|---|
| 1. Arrived on time | 5. Gave confident answers (<i>without sounding too confident</i>) |
| 2. Shook hands | 6. Genuinely interested in position |
| 3. Brought extra copies of resume | 7. Asked a question at the end (relevant) |
| 4. Gave specific examples | 8. Smiled! |

ACCESSIBLE LINKS TO VIDEOS:

<https://www.youtube.com/watch?v=PZwbGF4Wci8&feature=related>

<https://www.youtube.com/watch?v=8UJlgcadGEA&feature=related>

https://www.youtube.com/watch?v=Gww2vrlhjeU&feature=results_main&playnext=1&list=PL80D5AC56248F7CB1

Student Held Mock Interviews

Interviewer's Script:

INTERVIEWER: "Good morning, my name is _____ and I will be conducting your interview this morning". (Shake hands)

YOU: "It is nice to meet you _____. I have been looking forward to the interview"

INTERVIEWER: "Please have a seat."

Questions:

Did you bring a copy of your resume?

Do you have your completed application form?

Can you tell me a little bit about yourself?

What are your strengths?

What are your weaknesses?

Why do you want to work here?

Do you have any work experience? Tell me about it.

Why did you leave your last job?

Do you have any questions for me?

Do you have any questions for me?

-When can I expect to hear back from you?

-Do your employees go through a training period?

-What is the dress code?



Do you have any questions for me?

-Do employees receive free meals?

-Can I have the first two weekends off?

-Do you have a family?

-Will I get a raise?

WORK EXPERIENCE REFLECTION 4



Work Experience Reflection

Purpose

This task provides an opportunity for you to reflect upon your work experience placement and evaluate your effectiveness in the workplace.

- 1) **Tell us about your day!** What did you do, see, or experience? Explain! Every detail counts!

2) WHAT I LEARNED ABOUT MYSELF

• I was surprised to discover that.....

• I was disappointed to learn.....

• The skills and personality needed to work in this job include.....

3) THE CULTURE OF THE WORKPLACE

The dress code is.....

Unacceptable reasons for absence and lateness are.....

I know that I have done well when.....
