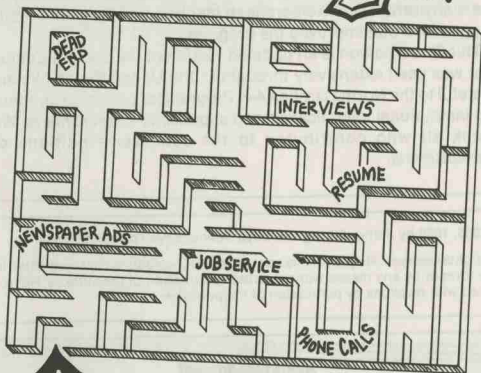


# Career Smarts

## THE JOB HUNT

READY, SET, GO!

6



Luther B. Otto  
Vaughn R. A. Call



# CareerSmarts

## Preface and Acknowledgments (Third Edition)

*CareerSmarts* is a collaborative effort between the Department of Sociology, Anthropology, and Social Work and the Department of 4-H and Youth Development, of the Agricultural Extension Service at North Carolina State University. The authors developed earlier editions of *CareerSmarts* while at Father Flanagan's Boys' Home, Boys Town, Nebraska, with support from the W. K. Kellogg Foundation.

Many people helped shape the ideas and mold the form and content of the *CareerSmarts* series including Peter Ellis, Cynthia Evahn, Kenneth Spenner, Richard Millard, Sandra Wendel, Patricia Wallace, Heather Ware, Fannie Belle Burnett, David Wynn, Karen Bartz, and Jane Quinn. Boys Clubs of America, Girls Clubs of America, and Camp Fire, Inc. provided settings for extensive field testing of the first edition. We gratefully acknowledge the contributions of all and express our indebtedness collectively to the many others, too numerous to mention by name, who made suggestions that improved the program.

This Third Edition is an updated version of the Second Edition that was used extensively throughout the United States. We are grateful to the North Carolina 4-H Program for providing continuing institutional identification and support for *CareerSmarts*. We thank all who contributed to the successive editions of *CareerSmarts*.

© 1985, 1988 by Father Flanagan's Boys' Home, Boys Town, Nebraska.

All rights reserved. No part of this booklet may be reproduced or transmitted in any form or by any means without written permission of the authors. Reproduced with revisions by permission of the publisher.

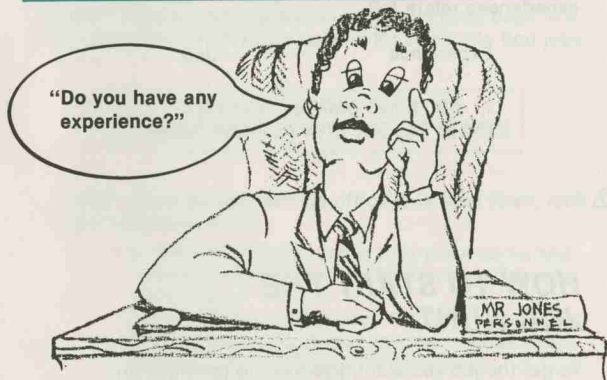
### Acknowledgment

Grateful appreciation is expressed to

**Hardee's**

for providing partial funding to *CareerSmarts*.

## THE JOB HUNT: READY, SET, GO!



You will hear that question again and again from employers when you apply for jobs. Why does an employer ask if you have any experience? Because an employer wants to hire the person who can do the best job—a person who knows something about the work.

If you never had a job, you might think you should say, "No, I don't have any experience." But think again! By the time you are 17 or 18 you probably have some experience you can relate to a job.

For example:

Sondra helped in the office at her high school. She ran copies of papers for teachers, answered the school telephone, and did some filing. This is good experience for a person looking for a clerical or receptionist job.

Jason helped paint the classrooms and fix the windows in his church. This is good experience for a person looking for a job as a construction helper or maintenance worker.

Kim helped run the cash register in the school cafeteria and sometimes helped clean up. This is good experience for a person looking for a job in a restaurant or department store.

Think about your experiences.

**Have you done anything like Sondra, Jason, or Kim? List your experiences. What kinds of jobs do these experiences relate to?**

*Experience*

*Job*



## **HOW TO START THE JOB HUNT**

---

To get the job you want, you have to convince an employer that you have the skills and experience to do the job—or that you can learn it!

Start by making a **RESUME** — pronounced rez-zoo-may.” A resume is a fact sheet that tells an employer what you have to offer, your experience and qualifications. Your resume will be a big help as you fill out job application forms and talk to employers about jobs.

There are seven parts to a resume.

1. **PERSONAL**—include your name, address, and phone number so the employer will know how to contact you.

If you don't have a phone, ask a neighbor who is home during the day whether you can have the employer leave a message there. If the neighbor says OK, write your neighbor's telephone number like this: “308-0071 (message)” —this tells the employer that the phone number is not yours, but you will get a message there.

2. **TYPE OF JOB WANTED**—make sure you list the kind of work you are applying for.

3. **EDUCATION**—Write down the name of your school, the date you started, and the date you expect to graduate. Include classes you have taken that relate to the job you are applying for.

4. **SKILLS AND EXPERIENCE**—This is your chance to tell the employer what you can do that relates to the job you are applying for. List skills you learned in school or from working on a paid or unpaid job. Include the experiences you listed before if they relate to the job.

5. **EMPLOYMENT**—Describe your paid jobs in this part. The three most important things to put down are:

- date you started and date you left the job
- name and address of the place you worked for
- a description of what you did on the job

6. **ACTIVITIES**—Tell the employer about your school and youth club activities. If you received any awards, write them in this section.

7. **REFERENCES**—Ask two or three people who know you well and who will say good things about you whether you can use their names as references. People who make good references:

- teachers
- past or present employers
- someone who supervised your unpaid work experience
- your youth worker or school counselor

**Be sure you:**

- ask them whether they will be a reference for you
- spell their names correctly
- give their occupation, like manager, fast food restaurant
- give their correct work address
- give their correct work telephone number

Here's an example of a finished resume. Look it over and see how each part is put together.

## RESUME

Tracy Harris  
2701 Sunny Road  
Anytown, State 98765  
(555) 308-3006  
Soc. Sec. No.: 362-22-3855

**TYPE OF JOB WANTED:** Secretary, typist, or general clerical

**EDUCATION**  
September 1985 - present South High School, 1200 Tree St., Anytown. Business classes: typing, bookkeeping, office procedures, economics, business problems (will graduate June 1989)

**SKILLS AND EXPERIENCE** Type 55 wpm; operate memory typewriter, 10-key adding machine, duplicator, photocopy machine, postage meter, cash register.  
Work in school office: answer phones; sort mail; type letters, memos, schedules of events; filing; collect money for book fines, class dues, school supplies

**EMPLOYMENT**  
June 1988 - August 1988 Sunset Drive In, 25 Center St., Anytown. Duties: operate cash register, serve customers at counter, clean up at end of day

**ACTIVITIES**  
South High School: business club, drama club, bowling team Anytown  
Girls Club: Swimming, physical fitness award, softball league

### REFERENCES

Mrs. Janet Silver, School Secretary, South High School, 1200 Tree St., Anytown, State 98765 Telephone: 999-9999  
Mr. John Wheeler, Owner, Sunset Drive In, 25 Center St., Anytown, State 98765 Telephone: 888-8888  
Mr. David Wilson, Business Teacher, South High School, 1200 Tree St., Anytown, State 98765 Telephone: 777-7777



Now let's start a resume for you. Fill in your information as neatly and correctly as you can.

## RESUME

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone number \_\_\_\_\_

Social Security number \_\_\_\_\_

### EDUCATION

### SKILLS AND EXPERIENCE

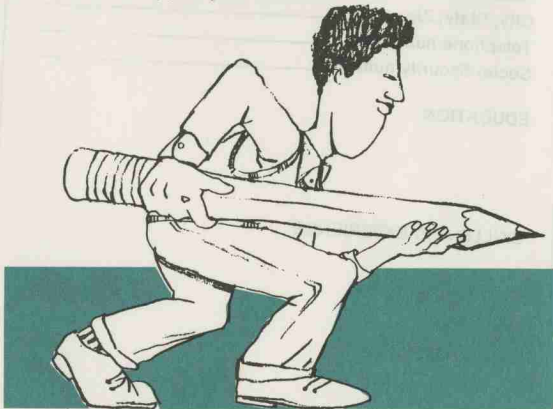
### EMPLOYMENT

### ACTIVITIES

### REFERENCES

A resume should always be typed on clean white paper. Look it over to make sure all the words are spelled correctly; you may want to have someone check it for you to make sure.

Make several copies of your resume. Take them along when you go job hunting. Many of the questions on a job application ask for the same information you put on your resume. When you interview for the job, give the interviewer a copy of your resume.



## **STRATEGIES FOR FINDING A JOB**

A smart job hunter is like a good coach. Both have a game plan—strategies—that help them win.

Here are three strategies that will help you find job openings:

- **NETWORKING**—tell people who know you that you are looking for a job
- **WANT ADS**—use the newspapers
- **EMPLOYMENT AGENCIES**—use organizations that match people with jobs



# STRATEGY 1—USING YOUR NETWORK

---

*NETWORKING* means telling people who know you that you are looking for a job and asking for their help. It works! Employers like to hire people they know or people that other workers recommend.

**FIRST**, figure out who is part of your network. List as many people as you can who know you:

- close friends
- teammates
- classmates
- church friends
- parents
- minister, rabbi, priest
- parents' friends
- teachers, coaches
- youth workers, counselors
- people you used to work for
- neighbors

**SECOND**, pick those:

- who know you well and can talk about your abilities
- who do the kind of work you are looking for
- who seem to know a lot of people
- who may be willing to help you get a job

**THIRD**, tell them:

- you are looking for a job
- what kind of a job you are looking for
- your skills and experience—give them your resume
- you would like to know if they hear of job openings

**FOURTH**, ask them:

- whether they know of any job openings
- whether they will ask their friends or relatives about job openings
- whether you can “use their name”—if you can tell an employer that you know them and they know you

**FINALLY**,

- When they tell you about a job opening, check it out right away! Jobs fill fast!
- If someone helps you, be sure to thank them—you can call them or write them a note, and say “Thank you for helping me find a job.”

List three people who are part of your NETWORK and might help you find a job.

---

---

---



## STRATEGY 2—USING “HELP WANTED” ADS

At the same time you are using your network, start using the want ads in your newspapers. It could pay off: 1 out of 3 people who use “Help Wanted” ads finds a job!

Most newspaper want ads separate the jobs into different sections—professional, clerical, restaurant, sales, general, and part-time. Start with the section that seems to apply to the kind of work you are looking for—but look at the other sections too.

Reading the want ads may not be easy—the print is small and the words don’t seem to make sense.

Example:

Gas Stat Attend 40-hr wk  
Exp nec over 21 \$3.75/hr  
Full co ben Apply in pers  
Vaughns Esso 219 Dodge

This is what the ad says in everyday language:

A service station attendant is needed for 40 hours of work per week. Experience is necessary and the person must be over 21 years old. The salary is \$3.75 per hour with full company benefits. People interested in the job should apply in person at Vaughn’s Esso at 219 Dodge Street.

Information you can usually get from an ad:

- the kind of work
- the work schedule
- the pay
- the qualifications—skills or experience necessary
- where to apply

What you have to decide from the information in the ad:

- Is this the kind of work I want to do?
- Am I qualified? Do I have the necessary skills and experience?
- Am I interested in the pay? in the work schedule?

If you can answer “yes” to these questions, check out the job right away—the same day! Everyone else who sees the ad will check it out right away too, so don’t delay. Some people even find out where the newspapers go on sale early so they can be the first to apply for a job opening. Good jobs fill quickly.



Draw a line that matches these abbreviations with the right words.

incl	experience
agcy	building
appt	part-time
bldg	manager
f/t	hourly
mgr	appointment
exp	included
p/t	necessary
hrlly	male or female
nec	full-time
m/f	agency



## **STRATEGY 3—USING EMPLOYMENT AGENCIES**

Three kinds of places match people with jobs:

- State employment offices: the “Job Service”
- Private employment agencies
- Placement offices connected with schools and other organizations

### **STATE EMPLOYMENT OFFICE**

Each state has a “Job Service” office in large towns. Job Service offices:

- do not charge money to help you find a job
- have the most job listings
- have daily contacts with hundreds of employers
- offer career counseling to help you find a job
- provide information on training and apprenticeship programs

Know what to expect. Working through the Job Service can be frustrating. There may be long lines—you may begin to feel “What’s the use?” But if you are serious about getting a job, hang in there! If the Job Service doesn’t have something for you right away, go back in a few days. The Job Service helps a lot of people find jobs.

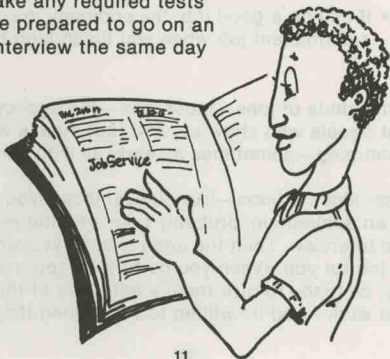
**EVERYONE LOOKING FOR A JOB  
SHOULD REGISTER WITH THE JOB SERVICE**

To find where the Job Service office is in your town, look in the telephone book:

- in the white pages, under your state name and “Employment Service” or “Employment Security Commission”
- in the yellow pages, under “Government—State”
- in the blue pages, if your telephone book has a separate listing of government offices

To register with the Job Service:

- ✓ go to your local Job Service office
- ✓ take your resume along
- ✓ fill out an application
- ✓ take any required tests
- ✓ be prepared to go on an interview the same day



## **PRIVATE EMPLOYMENT AGENCIES**

---

Private agencies charge money to help people find jobs. That's their business! Most private agencies are not for you until you are a skilled worker. Then the employer may pay the fee.

Some private agencies are "Temporary Help" agencies. You work for the agency on temporary jobs: the agency tells you when and where you work. The agency pays you and the employer pays the agency. Temporary agencies might hire you to:

- take inventory
- help a company move to a new office
- help a company set up stock and equipment
- type and answer the phone

Advantages to working for a temporary help agency:

- working at a temporary job may give you some experience that will help you get a permanent job
- companies use temporary agencies to find people for only a short time, but sometimes that "short time" can turn into several weeks
- if you do a good job, the company may offer you a permanent job when you finish high school

For some kinds of jobs—labor jobs—the agency will take the first people who show up, and first means very early in the morning—sometimes as early as 6:00 a.m.

For other kinds of jobs—like clerical jobs—you have to fill out an application, probably take a typing test, and have an interview. Then the agency calls you when they have a job for you. When you go to a Temporary Help Agency, be ready to give them a schedule of the times you can work—and be willing to work when they call you.

## **PLACEMENT OFFICES**

---

Some organizations have "Placement Offices" that help people find jobs.

- Examples:
- your school
  - Urban League
  - YMCA/YWCA
  - community centers
  - your youth group

To find the organizations in your town that help people find jobs, talk to your youth worker, the counselor or teachers at your school, or people at the community center. Be sure to take along a copy of your resume.

## **GETTING A JOB IS WORK!**

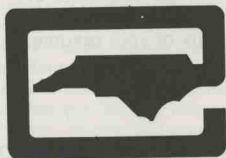
Looking for work is a full-time job—be ready to work 40 hours per week—job hunting!

---

---

---

**BE CAREERSMART!**



**north carolina**  
**AGRICULTURAL**  
**EXTENSION**  
**SERVICE**

**Helping people put knowledge to work.**

Published by

**THE NORTH CAROLINA AGRICULTURAL EXTENSION SERVICE**

---

North Carolina State University at Raleigh, North Carolina Agricultural and Technical State University at Greensboro, and the U. S. Department of Agriculture, Cooperating. State University Station, Raleigh, N. C., Chester D. Black, Director. Distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914. The North Carolina Agricultural Extension Service offers its programs to all eligible persons regardless of race, color, or national origin, and is an equal opportunity employer.

---