

## Getting Ready for the Real World: JOB SEARCH

### Get to Know You

Ask the Student	Ask the Mentor
<ul style="list-style-type: none"> <li>• When do you have to make a good impression?</li> <li>• What do you do to make a good impression?</li> <li>• How do you show that you care about something at school, work, or clubs?</li> </ul>	<ul style="list-style-type: none"> <li>• What do you do to make a good impression?</li> <li>• How do you show that you care about something at work?</li> <li>• How do you learn about a company you could work for or do business with?</li> </ul>

### How to Find Job Openings

Ask the Student	Ask the Mentor
<ul style="list-style-type: none"> <li>• Have you had a job before? What about unofficial jobs (like babysitting or shoveling snow)? How did you start those?</li> <li>• Do your friends or siblings have jobs? Where do they work?</li> </ul>	<ul style="list-style-type: none"> <li>• How did you find your first job?</li> <li>• How did you find current job?</li> <li>• Have you ever interviewed for a job and realized it was not a good fit? What happened?</li> </ul>

#### IN PERSON

Do you live near any stores, restaurants, or offices? If you live near businesses or other organizations, find out if they are hiring. They may hang a HELP WANTED sign or you can ask inside.

#### NETWORK

Networking means getting to know people and asking about jobs. People who work know about job opportunities. Maybe your neighbor who works at a beauty salon needs someone to sweep the floor and answer the phone. Maybe your aunt who works in an office knows they need someone to scan all their files into their digital records. Ask around!

#### ONLINE

If you know where you want to apply, go to the company/organization's website to look for a CAREERS page. There are also websites where a variety of job openings are posted. Visit:

- [milwaukeejobs.com](http://milwaukeejobs.com)
- [jobsthatserve.org](http://jobsthatserve.org)
- [county.milwaukee.gov/Careers](http://county.milwaukee.gov/Careers)

Look for jobs that are entry level—they will say so in the job description.

#### AVOID SCAMS

- If it seems too good to be true – it probably is!
- Deal locally with employers. Do not pursue job with employers who are overseas.
- Unprofessional emails are a bad sign. If you get an email with a lot of grammatical mistakes or sentences that don't make sense, the writer may not be a professional.
- Never give out financial information (bank account number, social security number, etc.) during the job application or interview.
- Do not purchase services or products in order to get a job.

### Reading Jobs Descriptions

- Know the parts of a job description:
  1. **Basic information** – the job title, company, pay rate, hours/shifts, and who the employee reports to.
  2. **Duties** – the responsibilities and key tasks. These are often described with percentages (for example: 30% data entry; 20% answering phones...)
  3. **Qualifications**. The education, experience, training, and technical skills needed to start this job.
  4. **Special demands**. Any unusual conditions in the job (for example: heavy lifting, exposure to temperature extremes).
- Read every description carefully before you apply for the job.
- Pay attention to where the job is located. Can you get there?
- Is it part-time or full-time?
- Time is short. If it is a job that you do not want, or are not qualified for, don't waste your time applying. Go on to another listing.

### Social Media

Ask Each Other
<ul style="list-style-type: none"> <li>• What kind of personal information do you share online?</li> <li>• Do you share personal problems or arguments online?</li> <li>• What kind of photos do you use as profile pictures?</li> </ul>

Employers may look at your social media accounts to find examples of the skills or accomplishments you described in your resume and cover letter. They are not trying to disqualify you, but if there are some things that make them rule you out. According to CareerBuilder these are the top social media reasons employers reject job candidates:

- Provocative or inappropriate posts or information.

- Drinking or using drugs.
- Discriminatory comments related to race, gender or religion.
- Bad-mouthing their previous company or fellow employee.
- Lying about qualifications.
- Links to criminal behavior.
- Sharing confidential information from previous employers.
- Unprofessional screen name or handle.

Please note: Sometimes job offers are confidential. To be safe, do not share news about a new job until you start.

## Cover Letters

A cover letter is a letter you send with your resume. It includes specific information on why you're a strong match for the job. Think of your cover letter as a sales pitch that will help you get the interview. When you are applying for a job, use the format below to create your cover letter.

Your First and Last Name  
Address  
City, State Zip Code  
E-mail

Date

Employer Contact Name [Mr. / Ms. First name last name]  
Title  
Company Name  
Address  
City, State Zip Code

Dear [Mr. / Ms. Last name]: **[Always use a colon (:)** for business letters]

**First Paragraph: Why I want to work for them; name of position; where I saw it. Example:**

I saw your listing for the \_\_\_\_\_ position. I am eager to interview for this position because I have always heard that your company is a wonderful place to work. In addition, I saw on your website that you care about the community and I would be proud to be a part of a company that is dedicated to community service.

**Second Paragraph: What I can do for them; how my qualifications match the job. Example:**

Your ad says that you are looking for someone to work with customers on the phone. In my job as a counter person at The Corner Café, I answered the phone and took customers' orders. The customers often told my boss how pleasant I was to deal with and complimented me on always getting their orders right.

**Third paragraph: Thank the employer for reviewing my application. Example:**

I look forward to meeting with you and having the opportunity to discuss ways that I can contribute to \_\_\_\_\_'s success.

Sincerely,  
Handwritten signature  
**Type your full name**

## Calling Employers

- Use a phone number from which you can reliably get calls. Be sure it will not be disconnected.
- Set up your voicemail to create a friendly, professional impression .
  - Make the message brief and professional.
    - *Hello this is [your name or your phone number.] I can't come to the phone right now.*
    - *Please leave a message with your phone number and I will return the call as soon as possible.*
    - *I look forward to speaking with you.*
  - No background noise, children, or music.
  - Listen to your message. Do you sound friendly? Are your words clear?
- Talking to potential employers.
  - Be helpful and respectful.
  - Write down the caller's information – their name, company, and phone number
  - If it is too noisy, do not answer the phone. Go somewhere quiet and call back.
- Returning the Call
  - Return calls the same day. This call *could* turn into a phone interview. Be prepared.
  - Review the job posting or ad:
    - What are your key strengths and qualifications for the job?
    - What interests you about the job?
    - Why are you interested in working for this employer?
  - Be ready to make an appointment: Have your calendar, pen, and paper close by.
  - **Your Script**
    - Introduce yourself
      - *Hello, this is [first name last name]. (Say it slowly.)*
      - *I am returning [person who called]'s call about [the position you applied for].*
    - Answer his or her questions.
    - Make an appointment as soon as possible. The person might hire someone else.
      - *Thank you very much. I am looking forward to meeting you!*
  - Leaving voice mail:
    - *Hello, this is [first name last name]. (Say it slowly and spell your last name.)*
    - *I am returning your call about [the position].*
    - *I am glad you called. I will call you again tomorrow at [time].*
    - *If you want to call me before then, my number is [area code and number, s-l-o-w-l-y.]*
    - *Once again, my number is [area code and number].*
    - *Thank you very much! I am looking forward to talking with you.*
  - Call the person when you said you would call. It shows that you are reliable.

## Job Search Checklist

### Preparing for my job search I should have:

- A new résumé
- A strong cover letter
- A printed reference page
- A professional message on my answering machine
- A professional e-mail address
- A working cellphone or land line on which I can be reached

### When I schedule an interview I must be sure to get:

- The address and directions
- The name (spelled correctly) and phone number of the person whom I will be meeting

### Papers I will prepare the night before my interview to take with me

- A copy of the original job posting
- My resume
- My cover letter
- Address and directions
- Name and phone number of the person with whom I am meeting
- My reference list
- Questions for the employer

### To prepare for the interview, I will:

- Think about the job (Why is the employer interested in hiring me? What can I do for the employer?)
- Get a good night's sleep
- Eat a healthy meal before the interview
- Do a practice trip before the appointment

Reference: CareerCollaborativeorg

## Action Plan

My goal is to \_\_\_\_\_.

These are the actions I will take between now and the next mentoring session:

Goal	Action	Date Completed
<i>Examples:</i> Make a good online impression	Make my profiles private  Change my profile pictures	March 2  March 15