

JOB SEARCH

Steps for starting your job search campaign.

1. **Define your objective.** Know what kind of work you most enjoy and perform the best. A targeted job search will be more successful.
2. **Write an effective resume.** Focus on your qualifications for the type of work you want to do. Show where you want to work, not solely on where you have been.
3. **Write an attention getting cover letter.** Always send a cover letter with a resume. Cover letters are individualized for the job you are seeking. Do not send a form letter.
4. **Prepare your references.** Call each person; ask them to be a reference for you. Also ask them to keep you in mind if they should hear of any positions for you.
5. **Research.** Make a list of potential employers, research each company, and narrow the list to a manageable size. Libraries have information on companies.
6. **Network.** Prepare a brief presentation describing the type of work you want to do. Do not ask for a job; ask for advice and names. Make a two-minute commercial about yourself that clearly states your strengths and abilities. Ask them if they are aware of anyone or any company that needs your skills. Leave each meeting with at least two names of people for you contact. Contact these people yourself. Do not leave the responsibility of finding a job to these initial contacts.
7. **Use a combination of job search methods.** Do not overlook the want ads, but only spend 5% of your time using this method.

RESUMES

A resume is one of the most important tools in your job search. Its purpose is to entice the employer to know more about you and call you for an interview. It is usually the first impression you will make on that person. Make it a good one!

A GOOD RESUME PRESENTS:

- who you are
- what kind of position you want
- SKILLS you have and accomplishments you have made
- listing of education and training
- listing of previous work experience

GENERAL DO'S AND DON'TS

<u>DO</u>	<u>DON'T</u>
Be concise, accurate, positive	Lie or exaggerate
List your most recent job first	Include salary history
Stress skills & accomplishments	Use pronouns, abbreviations
Research & use keywords related to the job	Overdo use of bold & italics
Make resume attractive to read	Use small type or overcrowd margins
Have someone proofread before mailing	Include references

References are usually left off resumes unless you are instructed to include them for a job fair.

Have references available on another typed sheet of paper for the interview- at least three people, not relatives, that have recognized your skills, accomplishments or personal qualities.

"References furnished upon request" is no longer necessary on the bottom of resumes. It may be eliminated especially if space is needed for pertinent information.

There are different resume formats. Not one resume format or style is appropriate for all job seekers. Select the style and format, which best markets and sells your skills and qualifications to the most employers.

Include your e-mail address on resume, if you check your e-mail regularly.

Always include a cover letter (see the following pages) with a resume.

DEVELOPING A CAREER OBJECTIVE

"A resume without an objective is like a book without a title", states Jay L. Stahl, managing director of Right Associates in Raleigh, NC.

By trying to keep many career options open and not using an objective, clients/students may give the message to employers that they are not focused, do not have any goals and diminish the possibility of being called for an interview.

Seniors attending job fairs or looking for full time employment need to design a resume, including a career objective, that is flexible to entice the varied employers who attend, while giving a statement of the strengths he/she has to offer. This can be done as follows:

A CAREER OBJECTIVE HAS THREE KEY PARTS:

1. Level of position for which one is applying.
For high school students this primarily will be "entry level positions".
Example: CAREER OBJECTIVE: Obtain an entry level position...
2. Type of business, industry or career area sought.
Keep this generic, such as manufacturing, construction, health or human services, sales, etc.
Example: CAREER OBJECTIVE: Obtain an entry level position in the hospitality industry
3. State the major strengths you have to offer this employer.

Be sure there are examples of these strengths in the resume either as a volunteer, club activities, or work experience. The career objective is the first part of the resume the interviewer will see. It can start the interview process with a focus.

EXAMPLES OF CAREER OBJECTIVES FOR HIGH SCHOOL STUDENTS:

- Obtain an entry level position in a business or industry using my strengths in clerical procedures and customer contacts.
- Obtain an entry level position in an industrial or manufacturing environment using my strengths in mechanical abilities and warehouse duties.
- Obtain an entry level position in a health or human services facility using my strengths with individual care and personal attention to needs of others.

THE CHRONOLOGICAL RESUME

The chronological resume emphasizes work experience. It is the preferred style of resumes by employer because it enables them to quickly match your previous work experience to their immediate needs. It can be used by recent graduates to show their part-time, co-op, and summer employment as relevant work experience.

Writing a Chronological Resume:

- Use a career objective to market your strengths and skills without limiting your options. See the preceding pages for more information on career objectives.
- Use a summary statement, 3-4 statements about who you are, your experience and credentials.
- Start with your most recent position and work backward. Give the name of the company, city, state; job title, major duties and accomplishments.
- Keep your job objective in mind and emphasize the duties and accomplishments that publicizes your strengths and for which the employer is looking.
- Use action verbs to start each phrase or sentence.
- Use lists preceded with bullets for easier reading.
- If you have completed a relevant course or received a diploma/degree in the last five years, it should go at the top of the resume; otherwise education should be listed at the bottom. Keep the length of your resume to one page, two at the maximum. If you use a second page, be sure to type your name on the top of page 2.

CHRONOLOGICAL FORMAT

NAME - State full name, type in bold and use a large type

E-MAIL ADDRESS

STREET ADDRESS

CITY, STATE, ZIP CODE

(AREA CODE) TELEPHONE NUMBER

OBJECTIVE - indicate the position or general type of job you are seeking.

SUMMARY STATEMENT - (optional)

EDUCATION – if you are a recent graduate, place your education here, list your diploma, degree, certificate, name of school and location, relevant courses (may be a separate section). GPA may be appropriate.

WORK EXPERIENCE - list each job separately starting with your present job or most recent job first, state your position, major responsibilities, duties and accomplishments.

SKILLS – list relevant skills. Skills include the machines you can operate, computer hardware, software in which you are competent. Examples: operate a cash register, copier, fax machines, IBM computer, Macintosh computer, Word Perfect.

ACTIVITIES - extracurricular activities, community activities are all appropriate if space permits and if relevant to your job objective.

See sample Chronological Resume.

THE FUNCTIONAL RESUME

The functional resume organizes your experience by areas of skills, avoiding a strict reliance on chronology. Functional titles or skill clusters are used to organize your skills from various places of employment, volunteer or educational experiences. The functional resume is an excellent tool for career changers, job seekers re-entering the job market after a period of not working and for students finishing a degree or program area which qualifies them for work differing from their previous employment.

Writing a Functional Resume:

- Determine the functional titles that best describe your skill area and are most closely related to your job target.
- Include summary statement.
- Within each functional area stress your accomplishments, results or abilities.
- Include all relevant accomplishments without identifying the place of employment or voluntary situation in which it took place.
- List your education, relevant courses or degree at the top of the resume if it was completed within the last five years.
- List work experience at the bottom, giving dates, company name and title.
- Keep length of resume to one page, two maximum. If using a second page, type your name only on upper corner of second page.

FUNCTIONAL FORMAT

NAME - type full name in large type

E-MAIL ADDRESS

STREET ADDRESS

CITY, STATE, ZIP CODE

(AREA CODE) TELEPHONE NUMBER

OBJECTIVE - although optional, either career highlights or objective gives reader the messages of your career goals and your focus.

SUMMARY STATEMENT - (optional)

EDUCATION - if you are a recent graduate, place your education here, list your diploma, degree, certificate, name of school and location, relevant courses and GPA (optional).

FUNCTIONAL TITLE (S) - Select two or three skill areas in which you are interested.

Examples: Customer Service, Sales & Marketing, Office Technology, Graphics & Design, Medical Services, Food Service, Hospitality, Horticulture, etc. List them in order of your interest and skill level. State accomplishments or qualifications you have under each title.

WORK EXPERIENCE

date job title company name, city, state

date job title company name, city, state

date job title company name, city, state

See sample Functional Resume.

THE ELECTRONIC RESUME

The electronic resume will be read (scanned) by a computer and placed in a database. The format may be chronological or functional. It must contain keywords and a keyword summary. Keywords are nouns that state your job title, duties and accomplishments. The keyword summary should contain the targeted job title and alternative labels, as well as previous job titles, skills, software programs, and language known to the particular industry, profession or occupation. It is important to note the resume will be read by a computer first, and a human second. If it does not contain the "keywords" the employer has requested the computer to search, it will not be seen by a human hiring professional. See the following pages for sample keywords.

Writing an Electronic Resume:

- Choose the most likely keywords and arrange them in an appropriate order.
- Use the typeface most easily read by a computer: Helvetica, Times Courier and a font size between 10-14 point (name should be 14).
- Avoid italics, script, underlining, graphics, shading, boxing, vertical and horizontal lines, columns the computer has difficulty reading these. Bold type and solid bullets are OK.
- Use smooth white paper (8 1/2 x 11), black ink with laser quality print.
- Use abbreviations carefully.
- Avoid stapling or folding the resume and cover letter. Words in the fold may not be scanned correctly. Provide sufficient white space.

ELECTRONIC FORMAT

NAME -Large print, bold without any fancy layouts

E-MAIL ADDRESS

STREET ADDRESS

CITY, STATE, ZIP CODE

AREA CODE TELEPHONE NUMBER -To ensure separation of words and categories, leave plenty of white space instead of parentheses. Example: 919 772-5555.

OBJECTIVE - optional, unless applying for specific job title employer is seeking.

KEYWORD SUMMARY - approximately 25 words that best sell you stated in nouns. Include job title, duties, skills, and interpersonal traits.

EDUCATION - if you are a recent graduate, place your education here, list your diploma, degree, certificate, name of school and location, relevant courses. GPA is optional.

SKILLS - relevant to job objective not previously stated in Keyword Summary. May include transferable, technical and computer skills. Bulleted single column list scans the best.

WORK EXPERIENCE - list each job separately starting with your present job or most recent job first, state your position, major responsibility, duties and accomplishments.

ACTIVITIES, HONORS, AWARDS - extra curricular activities, community activities, sports, etc. are appropriate if space permits and is relevant to your job objective.

See sample Electronic Resume.

from: Electronic Resume Revolution by Joyce Lain Kennedy and Thomas Morrow, John Wiley & Sons, 1994

RESUME WORD LIST

ACTION VERBS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

Acted	Calculated	Decided	Evaluated	Governed	Investigated	Monitored
Adapted	Chartered	Defined	Examined	Guided	Judged	Met
Addressed	Checked	Delegated	Expanded	Handled	Kept	Modeled
Administered	Classified	Delivered	Experimented	Headed	Learned	Observed
Advised	Coached	Designed	Extracted	Helped	Lectured	Obtained
Allocated	Collected	Detected	Facilitated	Identified	Led	Offered
Analyzed	Communicated	Directed	Filed	Illustrated	Lifted	Operated
Approved	Compared	Documented	Financed	Imagined	Listened	Ordered
Arranged	Completed	Drove	Fixed	Implemented	Logged	Performed
Ascertained	Computed	Dug	Followed	Improved	Made	Received
Assisted	Conceived	Edited	Formulated	Improvised	Maintained	Taught
Attained	Coordinated	Eliminated	Founded	Increased	Managed	Utilized
Audited	Copied	Empathized	Gathered	Indexed	Manipulated	Volunteered
Brought	Counseled	Enforced	Gave	Initiated	Mediated	Worked
Budgeted	Created	Established	Generated	Inspected	Memorized	
Built	Dealt	Estimated	Got	interpreted		

SKILL VERBS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

Achieve	Deliver	File	Make	Produce	Repair	Take Instruction
Act	Draw	Finance	Manage	Promote	Research	Talk
Administered	Edit	Imagine	Manipulate	Publicize	Schedule	Teach/Train
Analyze	Elicit	Implement	Motivate	Purchase	Select	Tell
Assemble	Eliminate	Improve	Negotiate	Question	Sell	Troubleshoot
Build	Emphasize	Improvise	Observe	Raise	Sense	Tutor
Calculate	Enforce	Increase	Organize	Read	Separate	Type
Communicate	Establish	Influence	Originate	Realize	Serve	Umpire
Compose	Estimate	Interview	Paint	Reason	Service	Understand
Consult	Evaluate	Invent	Perceive	Receive	Set	Unify
Control	Examine	Judge	Perform	Recommend	Sew	Upgrade
Coordinate	Expand	Keep	Persevere	Reconcile	Shape	Use
Copy	Experiment	Lead	Persuade	Record	Speak	Utilize
Count	Explain	Learn	Photograph	Recruit	Study	Verbalize
Create	Express	Lecture	Pilot	Reduce	Summarize	Weigh
Debate	Extract	Listen	Plan	Refer	Supervise	Work
Define	Figure	Maintain	Problem	Remember	Supply	Write
			Solve			

ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS

Active	Creative	Efficient	Firm	Mature	Pleasant	Sense of Humor
Adaptable	Dependable	Energetic	Honest	Methodical	Positive	Sensitive
Adept	Determined	Enterprising	Innovative	Objective	Productive	Sincere
Broad-minded	Diplomatic	Experienced	Instrumental	Outgoing	Reliable	Successful
Competent	Disciplined	Fair	Logical	Participate	Resourceful	Tactful
Conscientious	Discreet	Forceful	Loyal	Personable	Self-reliant	Versatile

Source: North Carolina State University Placement Manual, 1993

Sample Resume I (Chronological) - Entry level with a career objective suitable for job fair participant.

Janet Lynn Stevens
325 Green Road
Raleigh, North Carolina 27622
(919) 525-1212

OBJECTIVE

Obtain an entry level clerical position in a business or industry using my strengths in accuracy, attention to detail, and excellent communication skills.

EDUCATION

W.G. Edward High School
Raleigh, North Carolina
Graduation Date: June 5, 2001

VOCATIONAL COURSES

Typing I, II
Introduction to Computers/Computer Applications
Administrative Support - Co-op

SKILLS

Type 45 words/minute
Knowledge of PPS Write, Report, File Software, WordPerfect 2000
Operate fax, copy machines and IBM computer

WORK EXPERIENCE

8/99 - present Rogers Insurance Company, Raleigh, North Carolina
Office Assistant
Duties: Answer telephone, file forms, data entry

7/98-8/99 Sam's Family Restaurant, Raleigh, North Carolina
Hostess
Duties: Greet customers, cashier, handle reservations,
banquet set-up

REFERENCES

Mr. John Moore, Teacher
203 Morning Drive
Raleigh, North Carolina 27529
(919) 777-2552

Mrs. Shirley Smith, Counselor
636 Lakeside Road
Raleigh, North Carolina 27533
(919) 777-6110

Mr. Larry Brown
P.O. Box 149
Raleigh, North Carolina 27622
(919) 762-6126

Sample Resume II - Chronological With Career Objective and Qualifications

Joan H. Stewart
216 N. Oak Street
Anderson, North Carolina 27810
(919) 555-6075

Career Objective

Entry level electrical/mechanical installation, maintenance or repair position with opportunities for advancement using my strengths in problem solving and customer service.

Qualifications

- Successful completion of electronic servicing program
- 1 year cooperative education experience in electrical service and repair
- 2 years part-time experience in retail sales

Work Experience

1999-Present XYZ Electronics, Inc., Anderson, North Carolina
Technical Assistant

- Conducts routine equipment checks
- Tests and repairs defective wiring and parts
- Checks circuits using testing equipment
- Processes customer calls

1998-1999 Bob's Appliances and Television, Anderson, North Carolina
Sales Associate

- Sold appliances, televisions, radios
- Processed repair orders
- Received and controlled inventory

Education

A.S. Electronic Servicing, 1997
Catawba Valley Community College,
Hickory, N.C.
GPA - 3.4

BETH WOODS
101 Main Street
Capital City, North Carolina 25555
(919) 234-5678

OBJECTIVE

Summer internship position in a medical setting using my strengths in medical terminology, good rapport with the general public and avid interest in medical careers.

EDUCATION

W.E. Smith High School, Crosstown, North Carolina
Graduation Date - June 2, 2003
Relevant Courses: Biology, Anatomy & Physiology, Medical Science

RELEVANT EXPERIENCE

Peer Mediator - completed extensive training in conflict situations; able to assist fellow students resolve differences without violence.

Medical Terminology - placed first in regional competition for defining medical terms and phrases

Wynne County Hospital - volunteered 8 hours per week in pediatric ward assisting medical personnel, families and patients. Received Outstanding Student Volunteer Award

WORK EXPERIENCE

2000 -2002 Sales Clerk Judy's Department Store, Capitol City, N.C.
(Summers)

1999 - 2000 Records Clerk Wright Community Hospital, Capitol City, N.C.
(Summer- Intership)

JAMES MICHAELS
155 Stevens Street
Warrenton, North Carolina 27655
(910) 768-1234

EDUCATION

Southeast High School, Southtown, North Carolina
GPA 3.5
Top 25% of graduating class
NC Scholar

EXTRACURRICULAR ACTIVITIES

Key Club- 3 years
Junior Class Treasurer
Swim Team- 4 years, Captain- 1 year
Debate Team- 2 years
Quiz Bowl- 2 years

AWARDS AND HONORS

Honor Roll- all semesters
National Honor Society
Outstanding Student Athlete

COMMUNITY INVOLVEMENT

Habit for Humanity - junior class project- volunteered 50 hours
Tutored elementary school student in housing project

WORK EXPERIENCE

2000-2002 Apple Food Stores, Waverton, N.C.
 Cashier & Produce Clerk
1998-2000 YMCA Summer Camp, Waverton, N.C.
 Camp Counselor- 3 summers

Kathy S. Reston
ksreston@rr.com
2457 Lakemont Drive
Raleigh, NC 27810
(919)733-6456

OBJECTIVE: Drafter

KEYWORDS

Blueprint. Process Flow Diagrams. Drafting, Instrumentation Diagrams. Intergraph Microstation 3.0. Harvard Graphics 3.0. Quattro Pro. Lotus 1-2-3. MS Excel. Document Control files. Structural. Engineering. Electrical. Civil.

DRAFTING SKILLS

Process Flow Diagrams
Piping and Instrumental on Intergraph Microstation 3.0
Charts and graphs using Harvard Graphics 2000 software
Charts on Lotus 1-2-3 and MS Excel
Document Control files and documentation on Word Star 2000 and Perform software
Maintain bills of material using Quattro Pro software

WORK HISTORY

Drafter
Raleigh Blueprint & Design.
Raleigh, NC
2000-2002

Drafter
Edwards Engineering
Greenville, NC
1999-2000

EDUCATION

Wake Technical Community College, Raleigh, NC
1999 Associate of Applied Science Degree
Major: Mechanical Engineering Technology

Resume Worksheet & Instructions

Name: *Mary Jane Robinson*

Use full name

Address: *600 Randolph Drive, Raleigh, North Carolina 27613*

Telephone Number: *(919) 555-1212*

(Area Code) Phone Number

Career Objective: _____
Entry level clerical position ...
Summer internship ...
Cooperative education position

State general nature of work you want to pursue rather than specific job

See page __ for more information on career objectives

Education

G.W. Donaldson High School
Raleigh, North Carolina
Graduation Date: June 5, 2000

High school name and graduation date

Vocational Courses (or Relevant Courses)

Accounting
Agriculture
Introduction to Computers
Drafting 1, 11, and III
Auto Mechanics

List vocational or relevant courses which will benefit your job seeking

Skills

10 key pad adding machine
Cash register
Type 45 wpm
Versacad Drafting Machine
IBM-PC

Machines you can operate
Words per minute typing skills
Software you know
Begin each sentence with an action verb (see page 7).

Work Experience

6/00 - present *Woodall Medical Center*
Raleigh, North Carolina 27666
Dietary Aide

12 / 99 - 5 / 00 *EKR Drugstore*
Raleigh, NC 27661
Cashier, Pharmacy Assistant

List present employers first
List dates of employment
State title, job duties

Extra Curricular Activities/Special Awards:

HOSA, DECA, VICA, Student Council, Class Representative, SADD

List school and/or community activities

References: Name: _____ Teacher
Address:
Phone No.

List 2 or 3 people that know you well
NOT relatives or school friends
Ask them for permission first

References may be put on a separate sheet, include references on resume for job fairs.

Activity 36. Resume Worksheet

Directions: Before writing your resume, fill out this worksheet and use this information to write your own resume.

Name _____

E-mail _____

Address _____

City, State, Zip Code _____

Telephone Number (xxx) xxx-xxxx _____

Objective _____

Summary Statement _____

Education

Vocational/Relevant Courses

Skills

Work Experience (2 or 3)

Date: _____ Company Name: _____

City: _____ State: _____

Job Title: _____ Duties: _____

Accomplishments/Special Awards

References (2 or 3)

Name: _____ Title: _____

Address: _____

Phone No. _____ E-Mail: _____

References should be put on separate sheet.

Resume Development Checklist

Category	Can Be improved By	Good
Overall appearance <ul style="list-style-type: none"> • Resume is neatly and accurately typed with no errors in grammar, spelling. • Adequate white space and margins are used. • Points are graphically highlighted. • Most important "selling" points are at after the job objective. • Resume is brief and relevant. • Resume is printed on quality paper. • Resume looks professional. 		
Objective <ul style="list-style-type: none"> • Clear, short statement geared to the employer's needs. • Includes job title and your special skills. 		
Education <ul style="list-style-type: none"> • All relevant honors, awards, training, education, and special skills are included. • Schools are listed in reverse chronological order. 		
Experience and skills <ul style="list-style-type: none"> • Work history is listed in reverse chronological order with dates included. • Company name, city, state, job title are included. • Skills and accomplishments are clustered. • Skills and accomplishments are written in short, clear phrases. • Accomplishments from paid and volunteer work are included. 		
References <ul style="list-style-type: none"> • You have prepared a reference list of names, phone numbers, and other pertinent information. • You have asked permission from the references to use their name. 		
Summary <ul style="list-style-type: none"> • The resume sells the writer. • The resume has a cover letter. 		



Activity 37. Resume Rubric

Reviewing your resume with this rubric will determine how effectively your resume presents your information.

Name _____ Date _____

Score 1 2 3 4 5
 (1-5) Low High

Content

- Effectively presents applicant 1 2 3 4 5
- Identifies kind of position desired 1 2 3 4 5
- Skills are obvious 1 2 3 4 5
- Accomplishments are evident 1 2 3 4 5
- Education and training are included 1 2 3 4 5
- Previous work experience is listed 1 2 3 4 5

Score _____x2= _____
(60)

Mechanics and Visual Aspects

- Includes appropriate components 1 2 3 4 5
- Content is relevant to desired position 1 2 3 4 5
- Information is concise, accurate and positive 1 2 3 4 5
- Information is credible 1 2 3 4 5
- Easy to read and scan 1 2 3 4 5
- Presentation is attractive 1 2 3 4 5
- Spelling and grammar are correct 1 2 3 4 5
- One page in length 1 2 3 4 5

Score _____x1= _____
(40)

Scale: 93-100 = A 78-86 = C
 87-92 = B 70-77 = D

Total Score: _____
(100)



HOW TO WRITE A COVER LETTER

A cover letter is an introduction to your resume and shows your writing skills to an employer. When you send an employer a resume, you should always include a cover letter.

- State how you heard about the opening, through a person, job listing, etc.
- Show why the employer should read your resume.
- Initiate the interview process.
- Be businesslike, straightforward, and enthusiastic.
- Type it neatly without errors and use good grade paper.
- Proofread your letter, and have someone else proof it also.
- Keep copies of all your correspondence for future reference.
- Address your letter to a specific person to avoid using "Dear Sir" or "To Whom It May Concern."
- A cover letter should be no longer than one page.

See the sample on the next page.

Activity 38. Cover Letters

Cover Letter For Entry Level Position

Directions: Read Career Choices. Write a cover letter to accompany your resume to an employer. A sample cover letter is shown there, another version is shown below.

205 Henderson Road
Edgetown, North Carolina 27113

May 5, 2002

Mr. Ronald Parks
Human Resources Manager
Blake Industries
300 East Main Street
Edgetown, North Carolina 27114

Dear Mr. Parks:

Introduction

I am interested in the clerical position you advertised in Sunday's Daily News. My resume is enclosed for your review. I am graduating from Edgetown High School in June and am available for full time employment at that time.

As the following comparison shows, my experience meets the requirements stated in the advertisement

Your Requirements

My Qualifications

Knowledge of word processing

Competent in WordPerfect, PFS Write/File;
3.0 GPA in business courses

Qualifications

Ability to work with others

Officer in Future Business Leaders of America (FBLA)

Previous related experience

Summer employment and co-op experience at Daly
Financial Services

Ask for
Interview

Thank you for your time and consideration. I look forward to discussing my qualifications with you at your earliest convenience.

Sincerely,

Joyce Daniels

Enclosure

Letter of Application for Summer Internship or Employment

1002 Main Street
Camden, North Carolina 22231
March 17, 2002

Ms. Emily Smith
Personnel Manager
Department of Highway Construction
PO Box 22266
Capital City, North Carolina 27600

Dear Ms. Smith,

Please accept this letter of application for the summer internship program with the Department of Highway Construction. I have received the requirements for this program through Ms. Jones, Industry Education Coordinator at Camden High School.

My qualifications are:

- senior at Holland County Public School System
- accepted Graham College of Engineering
- excellent academic and attendance records
- interested in industrial or civil engineering as a career

Enclosed please find a letter of recommendation from Ms. Clark, Drafting teacher, my high school transcript and the essay you requested. I can be reached at (919) 223-2345 most days after 3:00 pm. I look forward to hearing from you soon.

Sincerely,

Joe Student

Enclosures

Activity 39. Interview Practice Questions

Directions: Write a complete sentence to answer the following questions frequently asked during an interview.

1. What jobs, including summer and part-time, have interested you the most? Why?
2. How have your education and/or employment experiences prepared you for this job?
3. What are your career goals?
4. Where do you see yourself in five years?
5. Can you tell me about yourself and your background?
6. What do you consider your best qualities or strengths?
7. What do you consider your weaknesses?
8. What interests you about this job?
9. Why do you want to work for this company?
10. What did you like and dislike about your last job?
11. Which course(s) did you like best in school?
12. Last month, how many days of work or school did you miss?
13. Why should I hire you for this job?

WHAT EMPLOYERS ARE LOOKING FOR IN AN INTERVIEW

Some questions are asked in almost every typical interview. They include:

- tell me about yourself
- why do you want to work here
- what are your goals

Even when we prepare for these questions, sometime we wonder "Why did they ask that question?" or "What were they really looking for during the interview?" Also note many interviews are now performed as a team. Two or more people will be asking questions. This can cause further difficulty in positioning, eye contact and feeling overwhelmed by the questioning. It may help to focus on the person who is asking the question and not glancing at the other people. Trying to pick up on the reactions of others in the room may distract you from answering the questions with clarity and enthusiasm.

QUESTIONS TO EXPECT AND WHAT THE EMPLOYER EXPECTS

1. Tell me about yourself. Interviewer is breaking the ice and you are setting the tone for the interview. Mention a few personal, job related or education related skills or accomplishments. Samples: " I am a recent graduate of school where I played tennis and was a member of the club. In school I enjoyed my English and computer classes ...I worked in the summer as a lifeguard and assisted the swim team coach." It is not necessary to give too much detail or go back to childhood activities.

2. Why do you want to work here? The interviewer(s) want to know how much you know about their company, including its products and services. This is where the prior research on the company is crucial.

3. What are your career goals? Most of the time, employers are looking for someone to stay in the job for awhile. Therefore, career goals of returning to school, starting your own business or moving to a different location will not be appropriate. They are checking to see if you are really interested in the job or just waiting for the next opportunity. If your career goals fit with the direction the company is moving, then your chances for getting hired have increased. "A career goal is to be the top sales person in xxx amount of time; my immediate goal is to gain more experience in this field and then long term be able to grow as the company grows."

4. Give me an example ofThis can be one of the most difficult questions to prepare for since you have no idea what will be asked. Go to the interview prepared with specific examples of when you used your skills, especially skills in: leadership, stress management, team building, persistence, and problem solving.

Activity 40. A Job Interview Checklist

Directions: Use this checklist to prepare for your interview. If you can answer "yes" to all the questions you are ready. Refer to this list before every job interview.

YES NO

- ___ ___ 1. I can list five things about myself that makes me a good candidate for this job.
- ___ ___ 2. I can discuss in detail each item on my resume or job application.
- ___ ___ 3. I can list the skills or experience that qualifies me for this job.
- ___ ___ 4. I have the training or education that qualifies me for this job.
- ___ ___ 5. I have hobbies or activities that might help me qualify for this job.
- ___ ___ 6. I can write down my employment history with accurate names, addresses, and date for each job (if applicable).
- ___ ___ 7. If I am asked for personal references, I have the names and telephone numbers of three individuals who have agreed to be my references.
- ___ ___ 8. I have documents needed for the interview, such as social security card or driver's license.
- ___ ___ 9. I am dressed properly for the job I am applying for.
- ___ ___ 10. I have directions and have made transportation arrangements so I can get to the interview on time.
- ___ ___ 11. I have prepared some questions to ask the interviewer.

Source: The Jobseeker, Helping NY Work

Activity 41. Evaluation forms

PRACTICE INTERVIEW EVALUATION

Did the applicant..	Needs to improve	Good	GREAT!
-smile?			
-introduce self?			
-shake hands?			
-use employer's name?			
-have good eye contact?			
-appear neat and clean?			
-respond well to questions?			
-exhibit enthusiasm about working?			
-appear to have a positive attitude?			
OVER ALL COMMENTS:			
<hr/>			
Did the applicant	Needs to improve	Good	GREAT!
-smile?			
-introduce self?			
-shake hands?			
-use employer's name?			
-have good eye contact?			
-appear neat and clean?			
-respond well to questions?			
-exhibit enthusiasm about working?			
-appear to have a positive attitude?			
OVER ALL COMMENTS:			

From: Curtis & Associates, Inc.

Activity 42. Follow Up Procedure

Often your chances of employment can be increased by making another contact with the employer. This can be done by a telephone call or a thank-you letter. The thank-you letter is often the most common follow up method.

FOLLOW UP LETTER: "Out of Sight - Out of Mind"

A thank-you letter may be typed OR neatly handwritten on personal stationery.

The letter should be written soon after the company or job fair interview, the next day is best!

The letter should state your continued interest in the job and your appreciation of their time spent with you during the interview.

Directions: Write a thank-you note to an employer similar to the sample below.

AFTER COMPANY INTERVIEW	AFTER JOB FAIR INTERVIEW
<p data-bbox="397 898 662 961">6200 Waverly Street Burlington, NC 27215</p> <p data-bbox="212 1033 444 1062">November 30, 2002</p> <p data-bbox="212 1100 505 1262">Mr. Mark J. Raynard General Manager Johnson Electronics, Inc. 230 Washington Avenue Greensboro, NC 27408</p> <p data-bbox="212 1302 431 1331">Dear Mr. Raynard,</p> <p data-bbox="212 1369 761 1533">Thank you for considering me for the position of electronics technician with your company. I am very impressed with your company and the enthusiasm that your employees have about their jobs.</p> <p data-bbox="212 1570 761 1698">If you need additional information, please contact me. Thank you again for your time and interest in me. I look forward to hearing from you.</p> <p data-bbox="378 1759 496 1789">Sincerely,</p> <p data-bbox="378 1860 561 1890">Mark Anderson</p>	<p data-bbox="1101 898 1365 961">1234 Main Street Littletown, NC 27676</p> <p data-bbox="1101 1033 1268 1062">May 21, 2002</p> <p data-bbox="842 1167 1195 1266">Ms. Betty Springs State Banking Services Wayne, North Carolina 27611</p> <p data-bbox="842 1302 1057 1331">Dear Ms. Springs,</p> <p data-bbox="842 1369 1409 1497">Thank you for participating in our job fair, Workforce '02, this week. I was pleased to be able to interview with you and learn more about the opportunities in the banking industry.</p> <p data-bbox="842 1505 1425 1633">As you have requested, I will call you next week to set an appointment for another interview. If you need any further information before then, I can be reached at 556-2415.</p> <p data-bbox="842 1642 1349 1703">Thank you once again. I look forward to talking with you further.</p> <p data-bbox="997 1759 1115 1789">Sincerely,</p> <p data-bbox="997 1860 1149 1890">Jane Student</p>

NETWORKING

Ask a group of people how they found their last job and the majority of the replies will be-"I knew someone". Networking is the process of talking to people to obtain information about the marketplace and broaden your circle of contacts and acquaintances. Networking has developed into a fine art of exploration. If you do not know someone that can assist you in your job search, you may still apply this technique. Networking includes finding people who are willing to share information about their occupation, industry, company and community contacts to assist you. As you develop your job search network start with people you know and ask them for their business and personal acquaintances who can assist you in seeking information.

Tips for students:

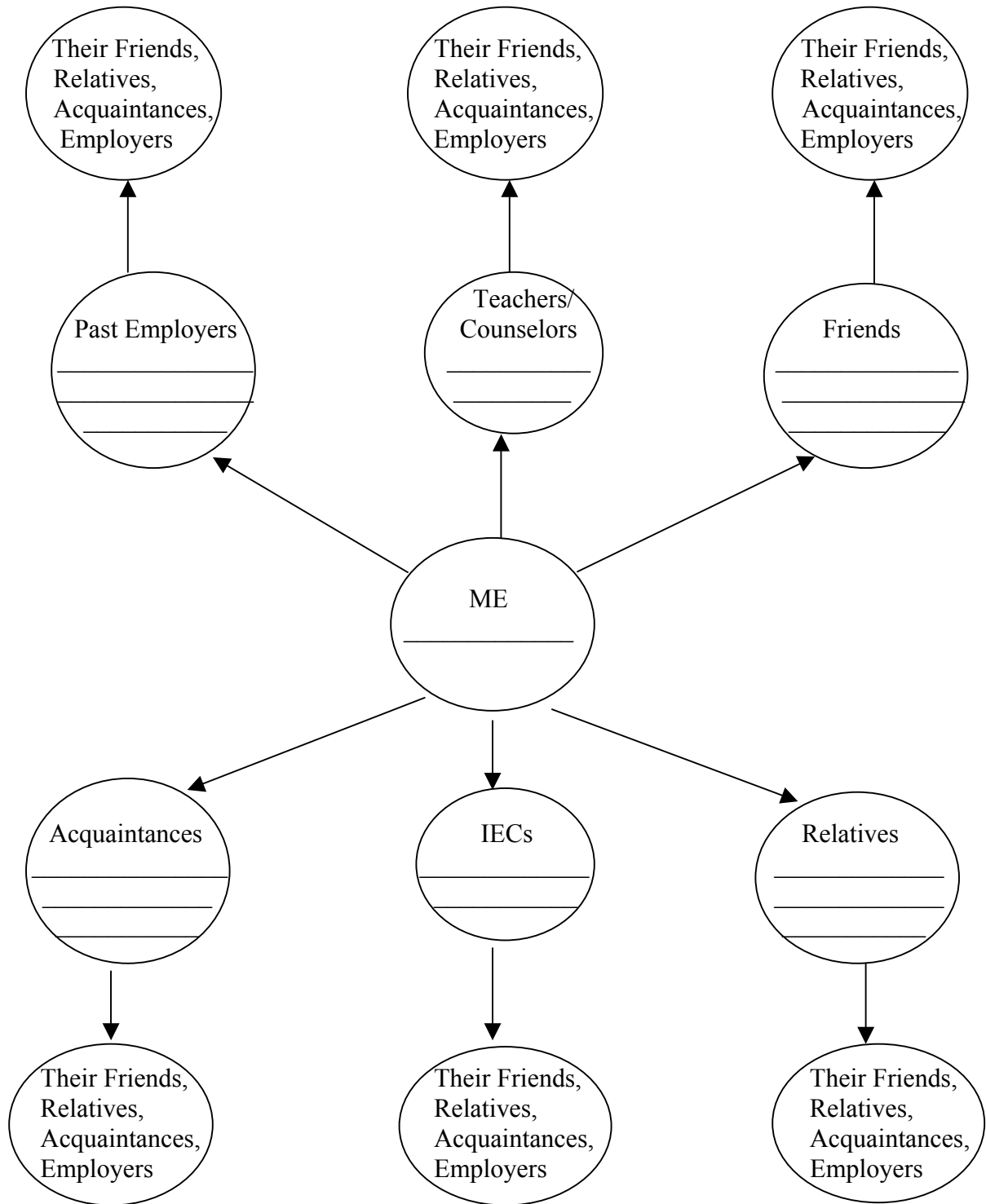
- Let people know you are available for work- do not ask for a position directly- ask for information.
- Networking will help you discover the hidden job market- jobs that are never advertised.
- Effective networking requires excellent people and communication skills.
- More than 75% of your networking will require listening for information and follow through on suggestions.
- Networking builds your self confidence and self assurance.
- Be prepared for each networking call or interview. Sell your skills, knowledge and excitement of finding new employment.
- Get at least two names or places for further information. Be sure to follow up on these leads.

Networking steps:

1. Identify your network- list names of everyone you know
2. Select the ones who can help you the most and the ones you are most comfortable calling.
3. Call!!!!- Prepare a script, and start the process.
4. Keep records of everyone you called and write thank you notes to everyone who assisted you.
5. Put the leads you received on the networking list and contact them.

Activity 43. Networking Map

Directions: Fill in the circles with names of friends, acquaintances and past employers in appropriate places. Start in the center with "ME".



Activity 44. Telephone Script for Networking Contact.

Directions: Prepare a script for a networking call using the steps below.

It is very important to prepare for each telephone networking call. Prepare a script and practice it a few times prior to your actual phone call. This will ease your anxiety and increase your comfort level in talking to a variety of people. Some suggestions follow.

STEP 1. Prepare a 2 minute commercial about yourself. It should contain the following highlights:

- Your name- who you are
- Your career goal- occupational area you are interested in pursuing
- Your current situation- seeking employment, recent graduate in (state the program or certification)
- Your strengths, qualifications, special skills- I am very good with details, customer service, etc.

Practice this with family and friends.

STEP 2. Make the phone call. Stand up- your voice will carry stronger. Let the person know immediately who referred you to him/her. Use all positive words, such as "I hope this is a good time", Not "is this a bad time, are you too busy".

Example: Mr. Turner, Jim Johnson with Federal Bank & Trust suggested that I call you. I hope I am reaching you at a good time. I have recently finished training and updating my skill through the community college programs in data entry, accounting software, and various other computer programs. I am looking for a full time job and could use some **ADVICE** in my job search.

STEP 3. Ask for an appointment. More will be gained if you can get a face to face networking interview.

Example: May I have about 20 minutes of your time later this week at your convenience? I would really appreciate it.

STEP 4. At the interview be sure you have prepared questions for the person. Be able to state your skills and abilities and ask for names of people or companies that could use a person like you. Ask if he/ she knows of any new industry, or an existing industry that is expanding and needing additional workers. Show the person your resume and ask his/her advice on the resume.

STEP 5. Thank the person at the end of the interview and also send a written thank-you note. Keep the person informed about any new possibilities and prospects in your job search.

Activity 45. Reading the Classified (Want) Ads in a Newspaper

Directions: Match the following abbreviations with the correct word it represents.

ABBREVIATION

1. appt.
2. w/
3. p/t or PT
4. avail
5. nego
6. temp
7. med
8. ben or bene
9. wpm
10. hs grad
11. ass't
12. sal
13. req
14. pref
15. EOE
16. co
17. exp
18. hrs.
19. mfg
20. exc
21. pos
22. mom/aft/eve
23. ofc
24. ref

WORD

- ___ a. words per minute
- ___ b. temporary
- ___ c. required
- ___ d. preferred
- ___ e. part-time
- ___ f. negotiable
- ___ g. manufacturing
- ___ h. high school graduate
- ___ i. experience
- ___ j. Equal Opportunity Employer
- ___ k. benefits
- ___ l. assistant
- ___ m. appointment
- ___ n. company
- ___ o. excellent
- ___ p. hours
- ___ q. medical
- ___ r. morning/afternoon/evening
- ___ s. office
- ___ t. position
- ___ u. available
- ___ v. salary
- ___ w. with
- ___ x. references

READING CLASSIFIED ADS

A careful reading of classified ads will help you focus on the jobs you want as well as the jobs for which you have the best chance to be hired. Below are two classified ads. Read the ads and then answer the questions about them.

#1. Word Processor (5) Immediate work. Needed 6 weeks for project near downtown area, 45 wpm, Exc hourly wages. Call Don 372-0010

#2. Reception-typing law firm, Pleasant bright person, must enjoy public contact. Excellent telephone skills and good eye for detail. Exp. preferred. Call 275-0400

1. Which ad is looking for more than one person? _____
2. If you were looking for a long term position, which job would you not apply for? _____
3. Which job requires experience? _____
4. Which job specifies typing requirement? _____
5. Which job is more suited for an outgoing extroverted type of person? _____

ANSWERING HELP WANTED ADS

In responding to ads, consider the following;

Consistently check the Sunday classified section. But remember there are a number of other sources:

daily newspapers

school/university job listings

government publications

professional or trade publications

community bulletin boards

business papers in your area

Choose the right ad. Even if you are missing one qualification in an ad that interests you, apply anyway. You may possess the most critical qualification. But be close, it is a waste of time and money to apply for jobs you are not qualified for.

Follow-up. Whenever possible, follow-up with a phone call within a week. This follow-up reminds the hiring authority who you are and strengthens your interest.

THE DIRECT APPROACH

This method is not to be confused with mass mailings. Instead you will be contacting companies that you have targeted as having a need for your qualifications.

1. Make a list of targeted companies. You will generate this list based on your job market research, companies you know about, and/or companies you have learned about through your network. Your targeted list should have 10-15 company names at all times.
2. Send a cover letter to the company. Address the letter to the department where your job target is located. Try to obtain the name of the person who makes hiring decisions.

In this strategy, you may be told there are no current openings. All is not lost, an opening may develop in the future. Keep in touch periodically. You should also ask if they know of any other companies that might be in need of your qualifications.

Activity 46. Sample Employment Application

Directions: Read the application tips in Career Choices. Fill out the application below according to the tips given in the article.

APPLICATION FOR EMPLOYMENT				Social Security Number ____ - ____ - ____	
Name:				Phone Number: ()	
Address					
(Referred By:)					
Employment Desired					
Position		Date You Can Start		Salary Desired	
Education	Name and Location of School	Circle Years Completed	Did You Graduate?	Degree (s) Major/Subject	Date
High School		1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO		
College or Business School		1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Special skills or courses taken:					
Previous Employers (starting with the most recent employment)					
Current or Last Employer:				Supervisor	
Address				Phone No. ()	
From (Month, Year)		To Month, Year)		Ending Salary \$	
Job Duties:					
Employer:				Supervisor	
Address				Phone No. ()	
From (Month, Year)		To (Month, Year)		Ending Salary \$	
Job Duties:					
Employer:				Supervisor	
Address				Phone No. ()	
From (Month, Year)		To (Month, Year)		Ending Salary \$	
Job Duties:					
References					
Name	Address	Phone No.	Years Known		

The states above are true to the best of my knowledge. I understand false information on this form could be cause for dismissal.

Date _____ Signature _____

USING THE INTERNET IN YOUR JOB SEARCH

WHY?

- There are hundred of jobs "out there" that may or may not be listed elsewhere.
- Increases your "network" of people willing to give you leads and advise in your job search.
- Ability to send your resume electronically - saves time, postage, etc.
- Ability to research potential employers and companies to be better prepared for interviews.

HOW?

Besides the obvious computer, modem and telephone line, you will need to invest in a communications software package. Your communications software must provide terminal emulation which permits your home computer to act as a terminal on the computer system you are connected to. The most commonly used terminal emulation is known as VT-100, the standard for computer to computer communications.

WHAT'S NEXT?

Now you must get connected to the Internet. There are several ways: commercial on-line services, freenets and bulletin boards.

Commercial on-line services- charge a monthly fee and can provide you with a wealth of information, including news and financial data, bulletin boards, electronic mail and job vacancy announcements. Some will give you access to subscribers on other networks and on the internet. Some popular commercial on-line services include: Prodigy, America Online, Road Runner.

Freenets- are funded and operated by individuals and volunteers. As members of the National Public Telecomputing Network (NPTN), an organization working to make computer network services as freely available as libraries.

Bulletin Board Systems- most BBSs are small operation that provide a low cost alternative to the national on-line services. There are an estimated 50,000 to 100,000 public dial up bulletin board systems in North America today. Some BBSs are free, some suggest donations and others charge a fee.

Like all new technology, job search through the internet offers more accessibility, and an increased speed of information. The internet can be an advantage to the computer literate job seeker. However, the same job search process of assessing your strengths, researching your targeted market and proper interview techniques apply whether you are conversing over the internet or in person. The internet can be a useful tool in getting to career information and job listings quickly.

from: Using the Internet in Your Job Search, F. Jandt & M. Nemnich, JIST, 1995

JOB SEARCH ON THE INTERNET

Below are a few popular web sites for job search information. For a more extensive list of job search web sites, see the “Additional Resources”, Section V.

Job Search Clearinghouses:

The Riley Guide www.rileyguide.com
Directory of employment and career information sources and services on the Internet.

Job Hunters Bible www.jobhuntersbible.com
Career and job information clearinghouse developed by Richard Bolles, author of “What Color Is Your Parachute”.

Job Search Sites:

NC Job Bank www.ncesc.com
Job listings for jobs throughout North Carolina and the NC State Job Application is here for downloading to your computer.

NC Office of State Personnel www.osp.state.nc.us
Job listings for jobs in state government by location or by agency.

America’s Job and Talent Bank www.ajb.org
Job listings, resume postings and a computerized network that includes state Employment Service offices job listings.

Career Builder www.careerbuilder.com
Job listings from major newspapers including: *The Boston Globe*, *Chicago Tribune*, *Los Angeles Times*, *Washington Post* and many more.

Career Magazine www.careermag.com
Job listings, employer profiles, news articles, and discussion groups.

Career Resource Center www.careers.org
Job information with more than 1,300 career related web sites.

Monster Board www.monster.com
Job listings of over 48,000 jobs in all fields, accepts resume and applications.

Activity 47. On-Line Job Search



Using the Career Briefs, identify an occupation of interest _____

In this occupation, would you work with data, people, things, and/or ideas? _____

What is the Holland Code? _____

What is the work description? _____

What are the educational options? _____

Is a license, certification, or registration required? _____

Where would you work? _____

What is the entry level salary? _____ Average salary? _____

Select 3 job listings related to your identified occupation of interest by visiting job search sites such as:

- ✓ NC Job Bank www.ncesc.com
- ✓ America's Job Bank www.ajb.org
- ✓ Career Builder www.careerbuilder.com
- ✓ Job Bank USA www.jobbankusa.com
- ✓ Monster Board www.monster.com

Job Listing 1 _____

Job Listing 2 _____

Job Listing 3 _____

Answer the following questions as completely as possible from the information provided in the job listings.

What skills are required for each job?

Job 1 _____

Job 2 _____

Job 3 _____

What skills are considered optional?

Job 1 _____

Job 2 _____

Job 3 _____

What does the job listing tell you about the employer?

Job 1 _____

Job 2 _____

Job 3 _____

What would the work environment be like?

Job 1 _____
Job 2 _____
Job 3 _____

What are the educational requirements?

Job 1 _____
Job 2 _____
Job 3 _____

What are the salary ranges?

Job 1 _____
Job 2 _____
Job 3 _____

Is licensing required?

Job 1 _____
Job 2 _____
Job 3 _____

Additional information

Job 1 _____
Job 2 _____
Job 3 _____

From the information gathered using the Career Briefs and the on-line job search, create 5 questions that might be asked during an interview by an employer filling a position in your occupation of interest.

1. _____
2. _____
3. _____
4. _____
5. _____

Reflect upon answers you could give in response to each of these questions. Answer the questions:

1. _____
2. _____
3. _____
4. _____
5. _____

Next Steps: What do you need to do to prepare yourself for your occupation of interest?

JOB MARKET RESEARCH

After you have determined what you want to do you must find out where you want to work and what organizations or companies hire in your chosen field. Assessing the job market to find out where job opportunities exist is an integral part of the job search process. Below are a list of commonly asked questions about the job market and a list of resources where the answers can be found.

- What companies are hiring?
- What is the average salary for someone with similar skills and background in the field?
- What are the growth industries in the geographic area of choice?
- Which industries most need people with the client's/student's skills and experience?
- What are the major companies and the fastest growing companies in the area?

Resources:

Networking - Tell every one you know you're looking for a job. Ask about openings where your friends and relatives work. (see section on networking)

Classified Ads - Reviewing the classifieds, you can determine which companies are hiring salary ranges, and the types of jobs that are in highest demand

Local Newspaper - Read the business section on a regular basis for articles describing expansions, new product announcements, and companies relocating into the area

Chamber of Commerce - The local Chamber publishes lists of the area's major companies, their addresses, telephone numbers, number of employees and products or services.

Employment/Temporary Agencies. Working as a "temp" will get you into different companies to see what they are like. Often people are offered permanent positions after a brief (or even lengthy) temporary assignment. In addition to for profit employment agencies, the **Employment Security Commission** has a job service with on-line listings of job openings.

Job Hotlines and Electronic Bulletin Boards. Many companies and government agencies have job hotlines. The number of on-line listings are increasing daily, (see the section on *Job Hunting on the Internet*, for more detailed information).

Professional and Trade Associations - The yellow pages and professional directories lists names and numbers of professional associations. Many hold regular meetings, list employment openings, and serve as excellent networking sources.

Business Publications and Directories - These resources can tell you a great deal about companies, industries, and the job market. You can find many of these resources in your local library, generally in the reference or business section. The reference or business reference librarian can provide you with assistance.

Local Phone Book - Check for listings of companies in your field, or any related organizations offering a product or service to those companies.

Private Employers - Contact employers directly to market your job talents. Talk to the person who would supervise you even if there are not jobs currently open (*see section on networking*).

Federal, State and Local Government - Look for personnel office lists of job opportunities. Check the government listings in your phone book.

Apprenticeship Programs - Ask for information on job opportunities. Contact the state apprenticeship division directly.

Government Sponsored Training Programs - Gain direct placement or short-term training and placement if you qualify. Check the yellow pages under Job Training Programs or Government Services.

Community Colleges and Trade Schools - Placement counselors have information about the demand for certain occupations and local job postings.

Visit Your Local Public Libraries - Check for directories of company listings and job announcements

Take a Drive - Whether you are relocating or remaining in the same geographic area, simply taking a short drive through nearby industrial parks, shopping centers and office complexes may yield useful information. Take note of company names and contact suitable companies at a later date.

KEEPING A JOB

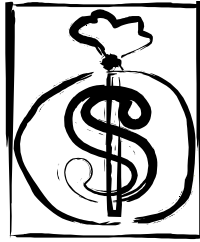
Studies of success in the workplace have shown that lack of ability to do a job accounts for only 15% of all firings and dismissals. Among the common reasons for firing are:

- too frequent absence from work
- habitual lateness
- unable to get along with fellow workers
- dishonesty
- unreliability

Employers expect the following:

- *Do your work well.* Your supervisor may like you, but if your work is continually unsatisfactory, sooner or later you will be demoted or asked to leave the company.
- *Show interest in your work.* Employers will keep and support employees who show a real interest in what they do. Let your employer know that you are there for more than the pay check.
- *Be prompt and on the job.* Employers depend on you being there when you are scheduled to work. Your absence or lateness causes a decrease in productivity or having to make alternative arrangements. If you cannot be at work when scheduled call immediately.
- *Be open to suggestions for improvement.* Your supervisor and other employees can assist you in learning your job quickly and learning new skills. Take criticism in the positive manner it was presented.

Getting along with co-workers is very important and an asset to keeping a job. You are expected to show good judgment in your work relationships and also with the public you come in contact with on the job. You are expected to handle emergencies and to make decisions. By taking initiative and by showing that you can be trusted to do a job that needs to be done, even if it is not necessarily your job, you show that you are ready for greater responsibility.



Activity 48. Sample Monthly Budget

Directions: Choose an occupation from the Career Briefs section and find the salary. Calculate as directed.

Monthly Budget	Sample	Yours
I. Gross Monthly Income (Yearly Salary divided by 12)	\$2,200	\$ _____
II. Taxes & Deductions		
Taxes (Federal, State, Social Security)	-440	- _____
Retirement Plan (6.0%)	-132	- _____
Other (medical, etc.)	- 42	- _____
III. Net Monthly Income Total Take Home Pay	\$1,586	\$ _____
IV. Expenses		
Housing (rent or mortgage)	-320	- _____
Food (groceries & eating out)	-200	- _____
Utilities (electricity, gas, cable, etc.)	-125	- _____
Clothing	- 80	- _____
Transportation (car payment, gas, etc.)	-300	- _____
Savings (at least 5%)	-110	- _____
Debt repayment (credit cards, school loans)	-200	- _____
Misc. (insurance, entertainment, etc.)	-200	- _____
Total Expenses	\$ 1,535	\$ _____

If your take home pay = total expenses, congratulations! Receiving your first paycheck can be a trying experience. Eagerly, you will look at the sum you have earned, only to see how it has already diminished almost 30% by subtracting taxes and deductions before it even reaches your hands. That's the difference between gross and net pay. Gross is everything you have earned. Net is what you take home after a number of things have been taken out, including federal and state taxes, social security, and in some cases, a deduction for a retirement or medical plan. The budget above is typical of a single high school graduate with no children and without any further education.

NEGOTIATION SKILLS

The workplace of today is streamlined. Less people are producing more goods and services than before. Also, input from all employees regardless of their positions is considered part of a company's decision making process. This calls for increased attention to an individual employee's problem solving, interpersonal, communication and negotiating skills. You may not always get your way, but good negotiations bring the best results for the company. Be part of a "win-win" organization.

Your negotiation skills may have already been in use during the offer and acceptance part of getting your new job. You may have negotiated your employment start date, your working hours, or a menu of benefit plans. Negotiating is used in various places in and out of the workplace.

The following situations are often negotiable:

- Purchase of a car
- Where to have lunch, dinner
- Selecting a realtor to assist in finding a place to live
- Employee transfer date
- Project deadlines
- Vacation time including when vacations can be taken

**LIST OTHER NEGOTIATING SITUATIONS IN WHICH YOU FIND YOURSELF
AT THIS TIME:**

Following is a brief summary of the six steps common to each negotiations. Keep these in mind before you start your next negotiation.

1. Plan to know the people involved in the situation. Keep the interaction friendly, relaxed and businesslike.
2. Share goals and objectives with the other party. Listen to their goals and objective. Have no hidden agendas.
3. Study all issues before the negotiations begin. Anticipate issues of concern for the other party and have prepared anticipated answers.
4. Identify immediate area of disagreement or conflict.
5. Reassess position to determine level of compromise.
6. Affirm agreement goals to leave no room for misunderstanding. Mutual agreement is the ultimate objective.

Activity 49. Career Keno

Your Name: _____

Below are 25 squares, each with a description. At the signal to begin, please move around the room, find individuals who meet each of the descriptions, and ask them to sign their name in the appropriate squares. You should have 25 different signatures on your sheet.

Someone who:

Has had a part-time job related to career interests	Has read the want ads	Can name an internet site for career information	Has volunteered in the community	Has used a computer-based career information system
Can list 2 colleges offering majors in their career field	Has participated in job shadowing	Has applied for a job	Reads the newspaper regularly	Has visited the school career center/career library
Knows what their career interest is	Belongs to a school club	Has been or knows someone who was an intern	Has interviewed for a job	Has talked with parents about career choice
Can name 3 skills needed for the workplace	Has taken a vocational assessment	Knows the educational requirements for their career choice	Can define apprenticeship	Plans to attend college (2 or 4 year)
Participated in a career fair or a field trip to a business	Uses a computer regularly	Has developed a resume	Has been to the workplace of a family member	Has talked with counselor, teacher or CDC about career choice

Career Keno

Your Name: _____

Below are 25 squares, each with a description. At the signal to begin, please move around the room, find individuals who meet each of the descriptions, and ask them to sign their name in the appropriate squares. You should have 25 different signatures on your sheet.

Someone who:
