


# *Job Search Resources*



WHERE TO LOOK  
WHAT YOU NEED  
HOW TO INTERVIEW



# WHERE TO LOOK

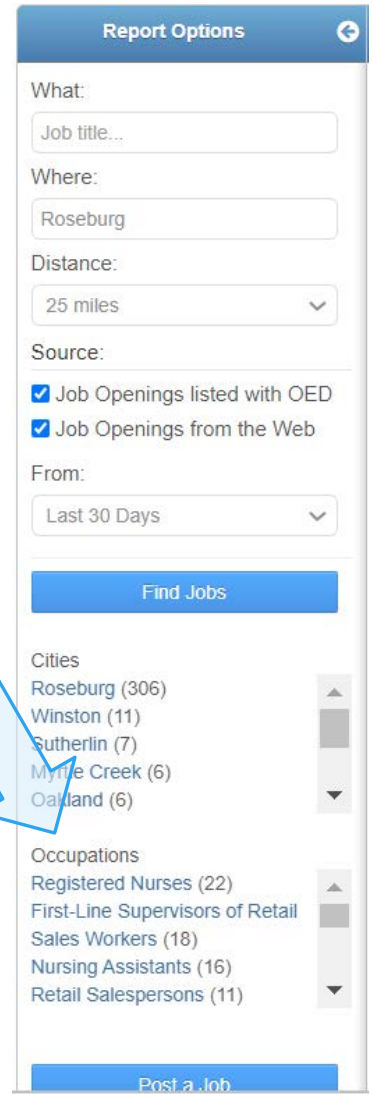
There are many job search engines out there. Here are two we recommend.

## QUALITYINFO.ORG

Under Jobs & Careers select **Find a Job**

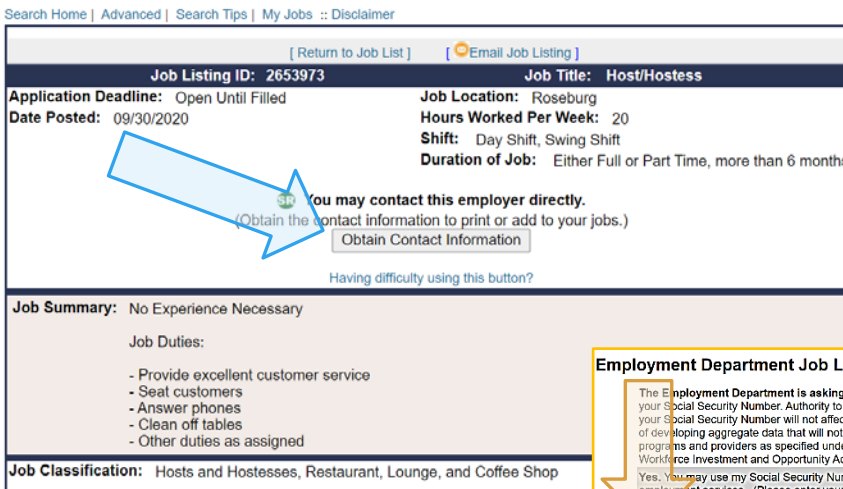


Then search by Location and/or Keyword or browse occupations



It may redirect you to apply online or direct you to a description like this. Click the Obtain Contact Information Button to find out more.

### Job Display



**Employment Department Job Listings Self Referral**

The Employment Department is asking for your cooperation in helping us provide better customer service. We request that you provide us with your Social Security Number. Authority to request the use of your Social Security Number is established under OAR 471-010-0052(2). Failure to provide your Social Security Number will not affect any employment services you are entitled to receive. We will use your Social Security Number for purposes of developing aggregate data that will not identify you. This data will be used to help judge the effectiveness of work force employment and training programs and providers as specified under Performance Reporting Information System (PRISM) Law (ORS Chapter 657.734) and the Federal Workforce Investment and Opportunity Act (P.L. 113-128). Your cooperation is appreciated.

Yes, You may use my Social Security Number for helping me find a job, and for providing related employment services. (Please enter your Social Security Number and select the Continue button. We will check to see if you are already in our system, and if not, we will ask you to enter some information about yourself on line).

No, You may not have my Social Security Number, but I would still like help in finding a job.

Social Security Number: \_\_\_\_\_  
Confirm Social Security Number: \_\_\_\_\_

[ Cancel / Return to Job Display ] [ Continue ]

If this comes up just say No. Then select Continue.

You can use indeed.com as a search engine to search by keyword and location. If you create an account indeed.com can help you build a resume and make job suggestions based on your criteria.

What Job title, keywords, or company Where roseburg, OR Find Jobs Advanced Job Search

Date Posted within 25 miles Salary Estimate Part-time Location Company Experience Level

**Part-Time Warehouse Specialist - Roseburg**  
LinkUs Enterprises 3.0 ★  
Roseburg, OR 97471

**\$13 - \$15 an hour**

- Complete data entry as required.
- Check technician's paperwork to verify all equipment is accounted for before issuing more equipment.
- Pay \$13-\$15 per hour, DOE.

30+ days ago · Save job

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**Seasonal Sales Associate**  
Hickory Farms Retail 4.0 ★  
Roseburg, OR 97470

Easily apply

- We are currently seeking Retail Sales Associates to sample and sell our award-winning products at the Garden Valley Shopping Center.

Just posted · Save job · More...

**Seasonal Sales Associate**  
Hickory Farms Retail 4.0 ★ 618 reviews - Roseburg, OR 97470

Apply Now

**Job details**

**Job Type**  
Full-time  
Part-time  
Temporary

**Benefits**  
*Pulled from the full job description*

- Competitive pay
- Weekly pay
- 40% employee discount
- Stay Bonus Program
- Supplemental Pay:
- Bonus pay

**Full Job Description**  
Are you looking for a fun and gratifying way to make some extra cash this

**Seasonal Sales Associate**  
Hickory Farms Retail - Roseburg, OR 97470

\* These fields are required

**Name \***

**Email \* ⓘ**

**Phone Number ⓘ**

**Resume \***

Choose file

To apply with your Indeed Resume, [sign in](#) - No Resume? [Create one now](#)

Attach additional documents

Add cover letter

Notify me when similar jobs are available

By checking this box and clicking continue, you agree to our [Terms](#), and you agree to receive similar jobs via email. You can change your consent settings at any time by unsubscribing or as detailed in our terms.

Continue Cancel

## THE APPLICATION

Job applications are typically found online and ask about your education, work history, skills and abilities, and references. Gather this information in advance.

Follow directions carefully. They will notice if you do not.

Most employers ask for three references and their contact information. Ask people in advance to be your references. These should be people who have known you for at least a year and are not related to you.

## RESUME

### WHAT IS A RESUME?

A resume is a visual representation of your skills and experience. It contains much of the same information in your job application but is designed to emphasize your qualifications and get you an interview.

### TYPES

There are three basic types of resume: functional skills, recent graduate and chronological. If you don't have a lot of experience, a functional skills resume is a great place to start and easily customizable for different jobs. There is an example of a functional resume at the end of this packet.

DOS	AND	DON'TS
Use proper spelling and grammar		Do not put any pictures on your resume
Keep it to one page		Do not use "I" or "me" on your resume
Make it easy to read – organization is essential		Do not lie or exaggerate
Use action words to describe your experience		Avoid difficult to read fonts or designs
Use a professional email address, for example: firstnamelastname@internet.com		Don't assume spellcheck will catch your mistakes

### RESOURCES

Career Center Oregon CIS Worksourceoregon.org Indeed.com Free Templates on Word and Google Docs

## COVER LETTER

### WHAT IS A COVER LETTER?

While a resume shows your qualifications a cover letter explains why you are the best fit for the job.

### ADDRESS YOUR COVER LETTER

Always start with your contact information, name, address, phone number and email address.

Then address your letter to a specific person by name. This can be the owner or manager of the business. You may need to look up the business online or call and ask. If you can't determine who to send it to address it to "Whom it may concern."

## INTRODUCTION

In the introduction paragraph you need to state the job you are applying for, where you learned about it and why you are interested in it.

## MIDDLE PARAGRAPH

In the middle paragraph you should share the main qualifications and accomplishments that make you the best candidate for the job. Pick two or three to focus on and how they will help the business.

## CLOSING

In your closing paragraph restate how interested you are and your desire to interview. Thank them before saying Sincerely, and signing your name.

# HIGH SCHOOL SKILLS IN EVERYDAY LIFE

It can be challenging to know what skills to put on your resume or highlight in your cover letter. Here are a few ideas of how to get started.

When you are applying for a job, read through the entire job description. There will be a list of skills and qualities they value or require in an employee. Think about ways you have shown these characteristics in your classes.

### High School Skills

- ✚ Highlight good attendance and being on time
- ✚ Awards from teachers (PRIDE Awards or student of the month)
- ✚ Working in teams or small groups in daily classes (teamwork, communication skills)
- ✚ Presentations and class projects (attention to detail, follow through, self-management)
- ✚ Any CTE classes (woodshop, welding, auto shop, childcare center, foods, business foundations, and agriculture etc.)
- ✚ How to use specific tools (saws, drills, stove etc.)
- ✚ Safety training or CPR/First Aid Care
- ✚ Any clubs you are a member of
- ✚ Computer skills (Word, PowerPoint, Google Docs, Google Slides, Windows 10, Mac, photoshop, video editing etc.)
- ✚ A task or project you completed on your own (building a footstool, presenting a lesson to preschoolers, changing the oil in a car)
- ✚ Responsibilities or chores you have at home (caring for siblings, regular chores)

### Courtesy Clerk (Part-time)

Sherms Thunderbird Markets - Roseburg, OR 97471

⚡ Responded to 51-74% of applications in the past 30 days, typically within 6 days.

[Apply Now](#)

United States (required)

Work Location:

- One location

Hours per week:

- 20-29

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Autonomous/Independent -- enjoys working with little direction

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- Stable -- traditional, stable, strong processes
- People-oriented -- supportive and fairness-focused

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Open to applicants under 18 years old, provided it is legally allowed for the job and location



# HOW TO INTERVIEW

Congratulations on getting an interview! Here are some tips on how to have a successful interview.

## BEFORE THE INTERVIEW

- ✚ Research the business, what is their mission or vision?
- ✚ Dress to impress – you should be neat and clean
- ✚ Practice, practice, practice

## DURING THE INTERVIEW

- ✚ Arrive early
- ✚ A good handshake goes a long way
- ✚ Maintain good eye contact and smile
- ✚ To give yourself time to think repeat the question back to them as the beginning of your answer
- ✚ Ask questions based on prior research
- ✚ Use the interviewers name(s)

## AFTER THE INTERVIEW

- ✚ Send a thank you via email or mail
- ✚ If you don't get the job ask for feedback on why you did not get the job
- ✚ Reflect on what went well and where you think you could improve

## COMMON INTERVIEW QUESTIONS

- ✚ Tell me about yourself/ If I asked your friends to describe you, what would they say?
- ✚ Why do you want to work here?
- ✚ Why should I hire you?
- ✚ What are your greatest strengths? What are your greatest weaknesses?
- ✚ Can you tell me about a difficult work/school situation and how you overcame it?
- ✚ What are your favorite subjects at school?
- ✚ What do you consider good customer service?
- ✚ What are your hobbies/what do you like to do in your free time?

# *Some Student*

2000 First Avenue Roseburg, OR [astudento@email.com](mailto:astudento@email.com) 541-541-5411

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## **Education**

Roseburg High School  
Roseburg, OR

Expected Graduation June 2021

## **Skills and Experience**

**Training/Leadership Skills** (these headers can be changed to suit your needs, see examples below)

- Coached Special Olympics for four years
- Trained more than 20 athletes by setting goals and schedules
- Embraces teamwork and encouraging behavior
- Future Business Leader of America president and Community Service/ Project Leader
- Competed at Regional, State, and National level for Management Decision Making

## **Customer Service Skills**

- Employee at Fred Meyer for two years, specializing in customer service and assisting shoppers
- Excellent interpersonal communication
- Ability to effectively manage time and prioritize tasks for maximum efficiency in a high-speed customer service environment
- Strong product knowledge and understanding of target customers
- Professional telephone etiquette

## **Work Ethic**

- Perfect attendance award three years in high school
- Future Business Leaders of America Member of the Month Award for dedication
- Punctual arrival, professional dress, and professional behavior at more than 10 community service and learning activities in FBLA
- “Determined” award from two teachers

Example headers: personal skills, computer skills, team work, awards, communication. Think about the job you are applying for and what skills you might need to be successful in that position.



Some Student  
2000 First Avenue  
Roseburg, OR 97470  
astudento@email.com  
541-541-5411

September 2, 2020

Ms. Sharon Thompson  
McKing Bell Manager  
5000 Second Avenue  
Roseburg, OR 97470

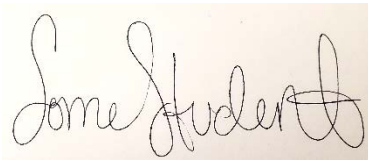
Dear Ms. Thompson:

This is the introduction paragraph. In this paragraph you state the job you are interested in and where you learned about it. You also state why you are interested in the position.

In the middle paragraph you share your main qualifications and accomplishments and how they make you the best fit for the job. Focus on two or three items that make you stand out. Your experience in Foods class has taught you how to work with a team in a kitchen environment. Your experience in this area will be a benefit to McKing Bell as you will be able to smoothly interact with your coworkers in the kitchen.

This is the closing paragraph. Restate your interest in the job and your desire to interview. Be sure to thank them.

Sincerely yours,

A handwritten signature in black ink on a light-colored background. The signature reads "Some Student" in a cursive, slightly stylized font.

(leave four spaces for your signature)

Some Student (always type your name below your signature)