

So You Want to...

SEEK EMPLOYMENT

#1- Identify your job/career goals.

#2- Build a great resume and cover letter

- Resumes should be 1 page & include: Your full, legal name, address, contact information, goal for the job, educational info, skills/abilities, & work experience.
- Cover letters should be 1 page & include: the purpose of the letter, the reason(s) you are interested in the job, what makes you the best candidate, and your interest in interviewing.

#3- Submit job applications

- Most applications are found online under the “career” tab on the company’s website. Search for “entry level” positions because you may not have experience in that area.
- Use blue or black ink on paper applications.
 - A complete, accurate & neat application says you take pride in your work.
 - Incorrect & messy applications say you don’t follow instructions well.

#4-Prepare for your interview

- Practice interviewing w/family/friends so you will be comfortable in the interview.
- DRESS PROFESSIONALLY.
- ARRIVE ON TIME!!!

IMPORTANT TIPS:

- Take inventory of the skills, knowledge and abilities you have to offer your employer.
- Check your social media presence and your voicemail message to make sure both are appropriate. PROSPECTIVE EMPLOYERS WILL CHECK BOTH.
- Use your network (references/contacts) to help refer you to job opportunities.
- Research companies online to know the products they make and/or services they provide.
- Also be familiar with the company’s core values/goals and be prepared to explain in the interview how they align with yours.
- Employers are looking for graduates who are at least 18 years old with RELIABLE transportation and a GREAT work ethic.
- Once you are offered a job, you may be required to have a drug screening and background check. If both reports are acceptable, then you will be hired.

*Email the Work-based Learning Coordinator at your base high school to find out about local businesses in our area who are hiring. You may also use websites, such as: [Indeed.com](https://www.indeed.com)