

# Applying for Jobs!

#putyourbestfootforward

## Applications are for more than jobs...

- What else might you apply for?
  - Colleges
  - Scholarships
  - Awards
  - Training programs
  - Grants
  - Loans
  - Other ideas??

## Before You Start

- Gather key information – for high school years.
  - Contact information for yourself, all schools, and jobs
  - Social Security Number or other proof of eligibility
  - Classes you have taken
  - Grade Point Average (GPA)
  - Activities you have participated in
  - Any volunteering you have done
  - Any awards you have received
  - Specific skills you have gained
  - Dates of participation and attendance
  - References and their contact information

## Contact Information and Eligibility

- Include your full address and phone number
- It may ask if you to provide proof of eligibility to work in the United States.
  - Social Security Number
  - Green Card
  - Work Visa

## What are you applying for?

- Be specific about the position in which you are interested.
- Be specific about hours you are available.
- Some applications ask for a possible start date, provide a specific date.

## Wages

- Many applications ask for your desired pay range or salary requirements.
- You can put in a specific amount. Be realistic.
- If you don't want to give an amount, you can say:
  - Open
  - Will discuss
  - Negotiable

## Education

- Only include high schools
- Be as specific as you can with start/end dates
- You won't have a diploma or degree yet, put "in progress" or NA
- It may ask for a graduation date – you are looking at June 2022
- Start with your current school and go backwards

## Employment History

- You may not have yet – that's OK.
- If you don't have, including a resume that highlights other skills and experiences is important – we'll do that next week.
- Always start with your current or most recent job and go back in time.
- If the application asks why you left, DO NOT bash the place you left. Focus on what you hoped to gain looking for a new opportunity.
- Application may ask if they can contact the employer, if you say no – have a good reason.

## Explaining What You Did...



- When you describe what you did in a position, either employment or volunteer, consider the following.
  - Use skills and action words to describe what you accomplished in the position.
  - Be specific and detailed.
- **THIS ALSO APPLIES IF THE APPLICATION ASKS FOR “OTHER SKILLS” and “QUALIFICATIONS”.**

## Skill Words... (in addition to your StrengthsExplorer)

<b>Communication Skills</b> <ul style="list-style-type: none"> <li>• Advertised</li> <li>• Called</li> <li>• Discussed</li> <li>• Instructed</li> <li>• Showed</li> </ul>	<b>Cooperation Skills</b> <ul style="list-style-type: none"> <li>• Agreed</li> <li>• Consulted</li> <li>• Facilitated</li> <li>• Provided</li> </ul>	<b>Administrative Skills</b> <ul style="list-style-type: none"> <li>• Administered</li> <li>• Budgeted</li> <li>• Enforced</li> <li>• Hired</li> <li>• Signed</li> <li>• Supervised</li> </ul>	<b>Managerial Skills</b> <ul style="list-style-type: none"> <li>• Collected</li> <li>• Delivered</li> <li>• Guided</li> <li>• Inspected</li> <li>• Trained</li> <li>• Worked</li> </ul>
<b>Creative Skills</b> <ul style="list-style-type: none"> <li>• Authored</li> <li>• Created</li> <li>• Established</li> <li>• Formulated</li> <li>• Invented</li> <li>• Wrote</li> <li>• Produced</li> <li>• Drafted</li> <li>• Designed</li> <li>• Compiled</li> </ul>	<b>Results Words</b> <ul style="list-style-type: none"> <li>• Changed</li> <li>• Earned</li> <li>• Marketed</li> <li>• Reduced</li> </ul>	<ul style="list-style-type: none"> <li>• Defined</li> <li>• Monitored</li> <li>• Maintained</li> <li>• Developed</li> <li>• Selected</li> </ul>	<b>Problem-Solving Skills</b> <ul style="list-style-type: none"> <li>• Solved</li> <li>• Discovered</li> <li>• Negotiated</li> </ul>
	<b>Clerical Skills</b> <ul style="list-style-type: none"> <li>• Filed</li> <li>• Ordered</li> <li>• Sorted</li> <li>• Organized</li> <li>• Summarized</li> </ul>	<b>Verbal Skills</b> <ul style="list-style-type: none"> <li>• Lectured</li> <li>• Delivered</li> <li>• Chaired</li> <li>• Counseled</li> <li>• Participated</li> </ul>	<b>Manual Skills</b> <ul style="list-style-type: none"> <li>• Installed</li> <li>• Fitted</li> <li>• Coded</li> <li>• Fixed</li> <li>• Built</li> </ul>

## Action Phrases... (see more in packet)

Analyzing	Assembling	Budgeting
Calculating	Coaching	Collaborating
Comparing	Conducting	Coordinating
Creating	Defining	Designing
Developing	Finding	Handling
Interpreting	Listening	Maintaining
Managing	Measuring	Operating
Organizing	Planning	Prioritizing
Reading	Relating	Reporting
Serving	Supporting	Writing

## What did you accomplish?

- Job Title: \_\_\_\_\_
- Action/Skill 1: \_\_\_\_\_
- Action/Skill 2: \_\_\_\_\_
- Action/Skill 3: \_\_\_\_\_
- Use each of those terms in a sentence describing what you accomplished in this position.

## What did you accomplish?

- Job Title: **Cashier**
- Action/Skill 1: **Handling**
- Action/Skill 2: **Organizing**
- Action/Skill 3: **Serving**
  
- **Sentence 1:** I handled purchases and other transactions, such as: photo developing and sending Western Unions.
- **Sentence 2:** I organized merchandise into new designs as provided by the corporate office.
- **Sentence 3:** I served customers by answering questions and providing directions.

## References

- Could be: employer, coworker, teacher, volunteer coordinator – anyone that has overseen your work
- Always try to have three references
- Family members are not ok to use for references.
- Always ask for permission before giving someone's name
- Consider what that person might say about you
- Let the reference know if there is something specific you want them to address
- Provide all the information requested in the application

## Overall Tips

- Read the directions and fill out all requested information
- Be honest
- If you can't type the application, use blue or black ink and write neatly
- Check for spelling and grammar errors
- Keep the printed application neat and in good shape