

GLOSSARY

candidate: a person who is being considered for a certain position.

cover letter: a persuasive letter that usually accompanies a resume or other written proposal.

initiative: 1. the power or ability to begin or follow through energetically with a plan or task in an independent manner; independent action. 2. determination.

networking: 1. the process of looking for a job by spreading the word to a wide range of people. 2. an extended group of people with similar interests or concerns who interact and remain in informal contact for mutual assistance or support.

professional: 1. conforming to the standards of a profession. 2. having or showing great skill; expert.

pro/con list: a list used to explain the positive and negative reasons for and against something.

qualified: having the appropriate preparation or qualifications for an office, a position, or a task; suitable.

salutation: a word or phrase of greeting used to begin a letter.

DIRECTIONS

1. Write your name in the top right corner of the paper.
2. Fold the paper in half by bringing the top right corner to meet the top left corner and the bottom right corner to meet the bottom left corner.
3. Unfold the paper.
4. Tear off the bottom left corner of this paper.
5. Stand up.
6. Turn around in a circle.
7. Sit down.
8. Poke two holes in the middle of the paper.
9. Look through the holes.
10. Ignore directions three through nine on this paper.

SAMPLE JOB APPLICATION

(PLEASE PRINT CLEARLY)

For Office Use Only	
Locations _____	Positions _____

Position(s) applied for: _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work?

PERSONAL

Name: _____ Social Security Number: _____

Present Address: _____ Telephone Number: _____

Are you legally eligible for employment in the USA? _____ (If yes, verification required.)

Are you of the legal age to work? _____

LIST YOUR EMPLOYMENT HISTORY BELOW, BEGINNING WITH YOUR MOST RECENT JOB:

Name and Address of Company and Type of Business	From Mo. Yr.	To Mo. Yr.	Starting Salary	Last Salary	Reason for Leaving
	Describe the work you did:				
Telephone: _____					

Name and Address of Company and Type of Business	From Mo. Yr.	To Mo. Yr.	Starting Salary	Last Salary	Reason for Leaving
	Describe the work you did:				
Telephone: _____					

Circle Highest Grade of School Completed	7	8	9	10	11	12	Higher Education: _____
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I hereby give permission to contact the employers listed above concerning my prior work experience.

Signature _____ Date ____/____/____

SAMPLE UNDERGRADUATE APPLICATION FOR ADMISSION

THIS APPLICATION MUST BE ACCOMPANIED BY A \$25.00 APPLICATION FEE.

Social Security Number _____ - _____ - _____
 Name (last, first, middle) _____
 Permanent Address _____
 City _____ State _____ ZIP _____ Phone (____) _____ - _____
 Mailing Address (if different from above) _____
 City _____ State _____ ZIP _____ Phone (____) _____ - _____
 Birth date (day/month/year) ____/____/____ Gender _____
 Ethnic Origin (*Optional*. Response to this question will not affect the admissions decision.)
 White (Non-Hispanic)
 Black (Non-Hispanic)
 Latino/Hispanic
 American Indian or Alaskan Native
 Asian or Pacific Islander
 U.S. Citizen Non-U.S. Citizen
 Perm. Resident Alien
 (Alien Registration Number) _____
 In case of emergency, contact: Parent Guardian Spouse
 Name _____ Phone (____) _____ - _____
 Address _____
 City _____ State _____ ZIP _____
 Home Phone (____) _____ - _____
 Applying as: Freshman Transfer Applying for: Fall Spring Summer
 Intended Major _____

SCHOOLS ATTENDED:

School Name	City, State	Dates Attended	Degrees	Honors Earned

THIS APPLICATION MUST BE SIGNED.

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the University or subject to dismissal. I certify that the information provided on this application is correct and complete.

Signature _____ Date ____/____/____

ANY QUESTIONS?

What are the responsibilities of the job?

Are there opportunities for advancement? To what other jobs?

Do you offer any benefits?

What are the regular work hours of the job?

What are the qualities you're looking for in a candidate?

I GOT FIRED

AFTER THREE WEEKS AT MY JOB

I got fired after three weeks at my job because I wasn't good at making burgers. Now I'm going for a job at a different type of restaurant. Do I have to tell them about my last job?
Dave, 16, New York

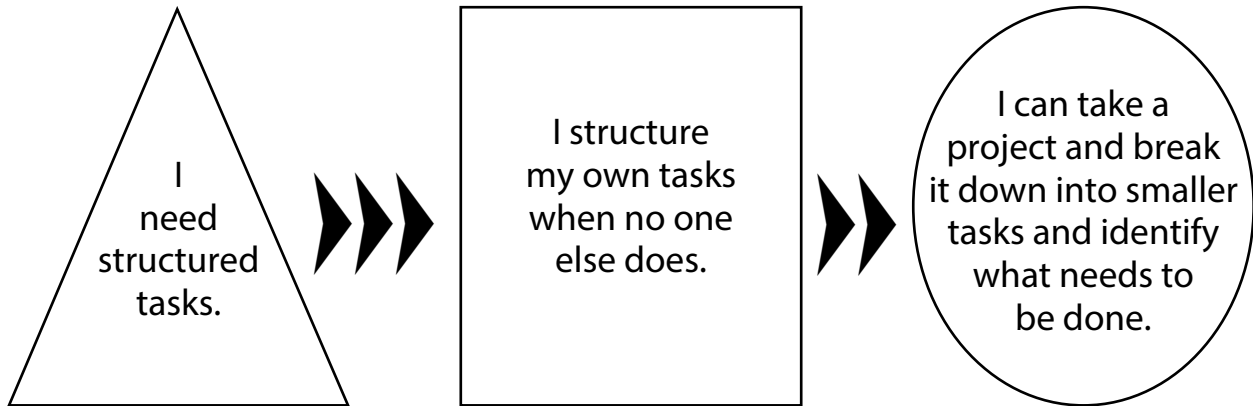
While you're not obliged to bring up your previous job, don't lie if you are asked about it. Even though making burgers wasn't your thing, there are many other restaurant jobs available—hosts and hostesses, wait staff, table prep and cleanup crew, to name just a few. Bradley G. Richardson, founder of JobSmarts, a

firm that deals with career-development issues, says, "A rule of thumb in the business world is that you don't have to list a job on your resume unless you worked there at least 30 to 90 days. Never be dishonest, though, if you are asked if you've ever been fired."

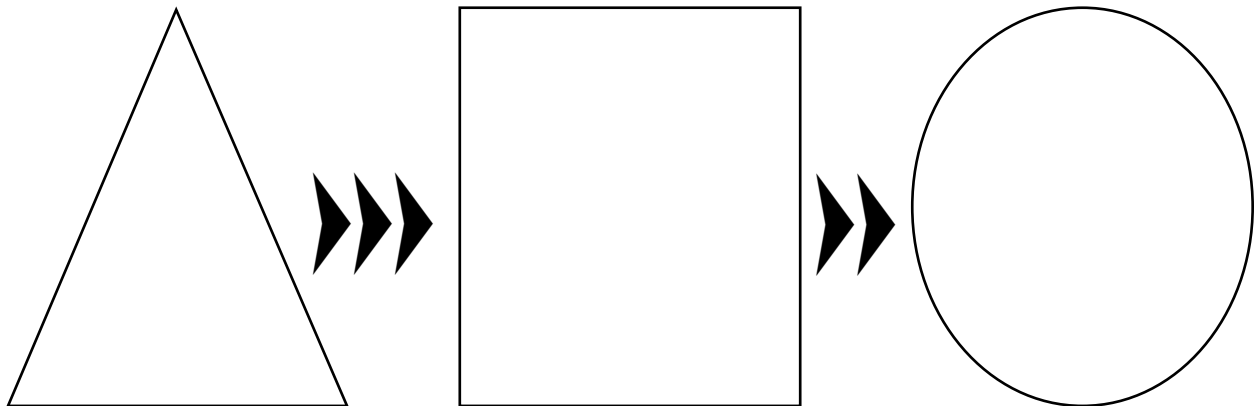
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TOUGH QUESTIONS

WHAT IS YOUR BIGGEST WEAKNESS?



WHAT IS YOUR BIGGEST WEAKNESS?



- ▲ In the triangle, identify your weakness.
- In the rectangle, talk about what you do to overcome that weakness or what you've learned from your mistake. Think about how this has made you work harder and how it has helped you grow.
- In the circle, write about a positive strength that comes from overcoming this obstacle.

INTERVIEW PREPARATION CHECKLIST

DO I HAVE...

- COPIES OF MY RESUME
- THREE QUESTIONS TO ASK THE INTERVIEWER

INFORMATION I MIGHT NEED IN ORDER TO FILL OUT AN APPLICATION

- Social Security number
- Name of an emergency contact
- Names and telephone numbers of references

APPROPRIATE CLOTHING AND GROOMING

- Clean shoes
- Hair is clean and out of my face
- Clothes aren't wrinkled
- Not wearing a hat
- Not wearing anything that distracts the interviewer from what I'm saying
- Tie is straight
- Shirt is tucked in
- Clean-shaven, if appropriate
- Blouse
- Suit or dress pants
- Professional skirt or dress

INTERVIEW THANK-YOU LETTER

2051 Glenview Terrace
Brighton, MA 02135

February 8, 20XX

Mr. Ricardo Dominguez
Dominguez Boots and Shoes
304 Llewellen Drive
Brighton, MA 02135

Dear Mr. Dominguez:

Thank you for taking the time to meet with me yesterday. I was impressed by your store.

← THANK-YOU COMMENT

I am very interested in the sales position that is available. As I mentioned during the interview, my time selling candy door-to-door for my soccer team has given me great experience in customer service. Working at Dominguez Boots and Shoes would be an excellent way for me to develop my sales skills.

← CONFIRMATION OF YOUR INTEREST IN THE JOB; HIGHLIGHT YOUR STRENGTHS

I appreciate your considering me for the sales position. I will contact you later in the week to answer any questions you may have. If you would like to contact me before then, please call me at (617) 555-9625.

← FOLLOW-UP INFORMATION

Thank you for your time.

Sincerely,

Kameika Moore

Kameika Moore

PARTS OF A BUSINESS LETTER

The heading gives the writer’s complete address and the date.
The inside address gives the recipient’s name and address.
<ul style="list-style-type: none"> • Call the company if you are not sure of addresses or spelling so that your letter has the correct information.
The salutation begins with the word “Dear” and ends with a colon, not a comma.
<ul style="list-style-type: none"> • If you cannot get the person’s name, use “Dear” plus the person’s title, such as “Dear Personnel Manager.”
The body consists of single-spaced paragraphs with double spacing, not indents, between paragraphs.
<ul style="list-style-type: none"> • If the body goes to a second page, put the recipient’s name at the top left, the number 2 in the center, and the date at the right margin.
The closing includes phrases such as “Sincerely” or “Yours truly” followed by a comma.
The signature includes both the writer’s handwritten and typed name.

JOB OFFERS

Job #1

Pet Store Attendant

Responsibilities include caring for animals, cleaning the cages and tanks daily, and sweeping floors. This is an entry-level position, but there is an opportunity for promotion. You can set your own schedule, the hours are flexible, but you can work no more than 8 hours/week. There is a one-month probationary period. Experience with animals is preferred but not required. The salary is \$10/hour.

Job #2

Bank Teller

Responsibilities include working at a teller window assisting clients with basic transactions. Three weeks of training required. Training is held Monday-Friday from 3:00 to 5:00 p.m. Teller hours are available from 8:00 a.m. to 5:00 p.m. on Saturdays. Promotion available after six months. Professional environment. Distance from home to work is 40 minutes. Starting salary is \$12/hour.

Job #3

Counter Service/Cashier

Responsibilities include customer service, maintaining seating area, working the cash register, receiving store deliveries, and cleaning the stock room. Must work a minimum of three closing shifts per week (5:00 p.m. to 10:30 p.m.) and one full Saturday per month. Free meal for all shifts that exceed five hours. Starts immediately. The salary is \$9/hour.

WHAT I WANT IN A JOB

In the space below, write down the key factors you want in a job as shown on your “Ideal Job Equation” activity sheet. Then compare them to the job descriptions above.
