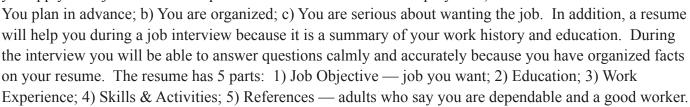# Looking Good on Paper

What can you do to prepare for the work world? FIRST, talk to your school counselor to make sure you are scheduled into correct classes: 1) Classes that **teach job skills** such as computer operation, electronics, wood technology, graphic design, and others; 2) Classes that **teach personal and leadership skills** such as speech, debate, psychology, drama, music, yearbook, student government, teacher aide, student newspaper, and others; 3) Classes that **prepare you** for college, technical schools, or apprenticeship programs.

SECOND, talk to your teacher or counselor to help you get -- 1) unpaid volunteer job; 2) paid part-time job; or 3) enrollment in after school job training class. All three will help give you work experience. Working at unpaid and paid jobs — and completing a job training class — allows you to prove that you are: a) Dependable worker who shows up to work each time scheduled; b) Reliable worker who completes tasks as assigned by supervisor; c) Team worker who can work together with others to do the job. In addition, you may use name of your job supervisor (and teacher coach, if you have one) on job applications and resumes. THIRD, prepare for future job hunts by learning to: 1) create your resume; 2) complete job application; 3) know what to say and do for job interviews.

What is a resume? 1) A resume is a one-page word processed document that tells the employer about you. 2) A resume is an attractive, accurate advertisement of you! When do you use a resume? You use a resume when you apply for a job or volunteer position. A resume shows the employer: a) You plan in advance; b) You are organized; c) You are serious about wanting the job. In addition, a resume will help you during a job interview because it is a summary of your work history and education. During the interview you will be able to answer questions calmly and accurately because you have organized facts on your resume. The resume has 5 parts: 1) Job Objective — job you want; 2) Education; 3) Work Experience; 4) Skills & Activities; 5) References — adults who say you are dependable and a good worker.

Store managers do not want to hire workers who ask for "any job that is available" because managers want to hire workers who are interested enough in the company to think about how the worker's skills best fit the company. Write a **job objective** that describes a job in the company. To apply at more than one company (retail store and restaurant), use 2 resumes — each with different job objective. **For example,** retail store resume may say "Seeking Job as Cashier," and restaurant resume may say, "Seeking Job as Cook."

Before giving your resume to an employer, check it for these mistakes:
• Are the spelling and punctuation correct? Are the dates, names, and phone numbers correct?
• Did you use size 12 font? Is resume on clean paper? Is resume attractive — looks like a piece of art?
• Did you include your skills — computer programs you know, and job training Certificates earned?
• Did you use job title and supervisor's name for each of your paid or unpaid jobs?
• Give the resume the "bull's eye" test. Fold paper in half from top to bottom and from side to side. When folded paper is open, is your resume in the bull's eye (exact center of the paper)? Is there equal amount of blank space on the top and bottom — right side and left side of the paper?
• If you were an employer and given this resume — **Do you think this person looked good on paper?**

Use a Resume to Impress:
Give your resume to managers **to impress** when you apply for volunteer positions, ask about job openings, and go to interviews. Your resume will offer an attractive and summary of your skills, education, and work experience. You impress managers when you prove that you prepared for the job search by creating your resume.

Use a Resume to Inform: When you — a) send a letter to ask for a job; or b) use a website to apply online for job openings in distant cities, mountain summer camps, or national parks — include your resume in the envelope or as online attachment to **inform** managers who hire about your education, work experience, and skills.

Use a Resume to Network: 1) When you apply for a job, and the manager tells you there are no job openings, politely give the manager your resume and say, "Here is my resume. Please keep me in mind for future job openings. Thank you." 2) Or, keep your resume handy to give to adults that may know of job openings (family members, friends of family, coaches, club advisors, teachers, counselors, school staff (secretaries, security), church leaders.

Do You Use a Computer Resume Template
Managers receive many resumes, so managers are aware of template resumes from Google Docs, Microsoft Word, Apple Pages, and others. Some managers think template resumes are boring and incomplete. When you use template, you shout to the manager, "I took a shortcut" or "I'm not special."

Resume templates may be helpful if you customize the design format, font size, and font style to give your resume a new look. Be sure to make space to include — your skills; job training certificates; unpaid and paid work experience; and education. Template resumes, without customizing, may not allow enough space, and therefore, will not show the best picture of you to the hiring manager.

QUICK CHECK:

1. About what should you talk to your counselor?
2. List 3 types of correct classes you need to take.
3. a) List 3 things your teacher or counselor can help you get. b) List 3 things that working at jobs or completing a job training class allow you to prove. c) List 3 things you need to learn to do to prepare for future job hunts.
4. What is a resume? Give 2 answers.
5. When do you use a resume?
6. List 3 things a resume shows an employer.
7. a) Write down the 5 parts of a resume. b) Who is a reference?
8. a) Who do managers not want to hire? b) Who do managers want to hire?
9. Give example of a job objective for job in: a) Retail store. b) Restaurant. c) Grocery store.
10. Explain what is meant by the "bull's eye" test.
11. a) List 3 times you use a resume to impress. b) When do you impress managers?
12. List 2 times that you use a resume to inform.
13. Explain 2 ways to use a resume to network.
14. a) Why are employers familiar with template resumes? b) What 2 things may employers consider template resumes?
15. Template resumes may be helpful if you customize what 3 things for a new look?
16. On template resume, make space to include information about what 4 things?
17. What may template resumes not show?
18. a) Do you want to create your resume this year? b) Give a reason for your answer.