

Y.E.S. CAN WORK!



YOUTH EMPLOYMENT STRATEGIES

Presented by
University of Wisconsin-Parkside
Susan Hawkins-Wilding
Michelle Nevarez-Larkin



WELCOME



GOAL

- ✘ To gather the necessary information for an effective job search.

OBJECTIVES

- ✘ Learn how to develop an effective job search
- ✘ Learn how to create a resume and cover letter
- ✘ Learn interviewing basics

EMPLOYMENT RULES



- × Remember, there are some limits set on the types of jobs you can do and the hours you can work, depending upon your age
 - × Where can I work?
 - × How old do I have to be to get a job?
 - × Do I need a work permit?
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HOW TO FIND A JOB?

- × Talk with those who work in the field
- × Look for jobs in newspapers, websites, teachers, counselors friends, family, and more...
- × Find out what employers are demanding (experience, training, and education).



WHY DO I NEED A RÉSUMÉ?

- ✘ A résumé tells the employer what you can do for the company
- ✘ Your resume is a sales tool not a biography
- ✘ A résumé will give the employer information about your past jobs and skills and if they are interested in you they will want to interview you



IMPORTANT RÉSUMÉ INFORMATION



- ✘ **Contact Information-** Your full name, street address, city, zip code, phone number, and e-mail address
- ✘ **Objective-** Key Skills you have to offer joined with specific job title or work environment
- ✘ **Education/Training-** List your most recent education/training experience first
- ✘ **Experience/Work History-** Tell the employer work-related responsibilities
- ✘ **Special Skills/Other Qualifications-** List any special abilities such as foreign languages, computer skills, licenses, certificates, typing, and much more..
- ✘ **References-** Do not list any references on your resume
- ✘ **Three to five references should be typed on separate sheet of paper**

Final Draft- Once you have completed your resume
EDIT, EDIT, EDIT!

Remember you are selling yourself and you only have one chance to make a good impression

COVER LETTER TIPS

- ✘ Tailor each letter for a specific situation; avoid using "I" too often
- ✘ The letter should not exceed one page; be brief and to the point
- ✘ Use standard business letter format
- ✘ Address each letter to a specific individual including her/his title (if possible)
- ✘ Give specific examples of your experience
- ✘ Be sure to sign each letter and make certain your address is plainly visible
- ✘ Check for correct spelling, punctuation, grammar, and word usage
- ✘ Print on a high quality printer; use good-quality paper that matches your résumé
- ✘ Keep a copy of all correspondence and do not forget to follow-up



KEYS TO SUCCESSFUL INTERVIEWING

- ✘ Research the company
- ✘ Be on time
- ✘ Dress to impress
- ✘ Know the interviewer's name
- ✘ Be nice to everyone you meet
- ✘ Do not use slang; avoid um's
- ✘ Do not talk badly about a former employer, teacher, or former co-workers
- ✘ Wait for an offer to discuss salary
- ✘ Bring extra copies of your resume
- ✘ Be yourself
- ✘ Send a thank-you note after the interview



SAMPLE INTERVIEW QUESTIONS



- × Tell me about yourself.
- × What are your strengths?
- × What are your weaknesses?
- × Why do you want to work here?
- × What is your greatest accomplishment?
- × Why should I hire you?

QUESTIONS TO ASK THE EMPLOYER

- × What are the responsibilities of this job?
- × How will I be trained?
- × What is a typical day like working here?
- × What qualifications do you hope the successful candidate will have?
- × Can you please describe the work environment?

CONGRATULATIONS!



JOB SEARCH RESOURCES

<http://wiscareers.wisc.edu/default.asp>

<http://www.youthrules.dol.gov/index.htm>

<http://www.ctdol.state.ct.us/youth/main.htm>

<http://www.nextstepmagazine.com/nextstep/default.aspx>