

A man in a dark suit and light shirt is shaking hands with a woman in a patterned blazer. They are standing at a white conference table. The man is smiling and looking towards the woman. The woman has her back to the camera. There are red chairs around the table. The background is a plain grey wall.

# Chapter 38

## Finding and Applying for a Job

- **Section 38.1 Finding a Job**
- **Section 38.2 Applying for a Job**

# Finding a Job

## Key Terms

job lead  
networking  
public  
employment  
agencies  
private  
employment  
agencies  
staffing/  
temporary  
agencies

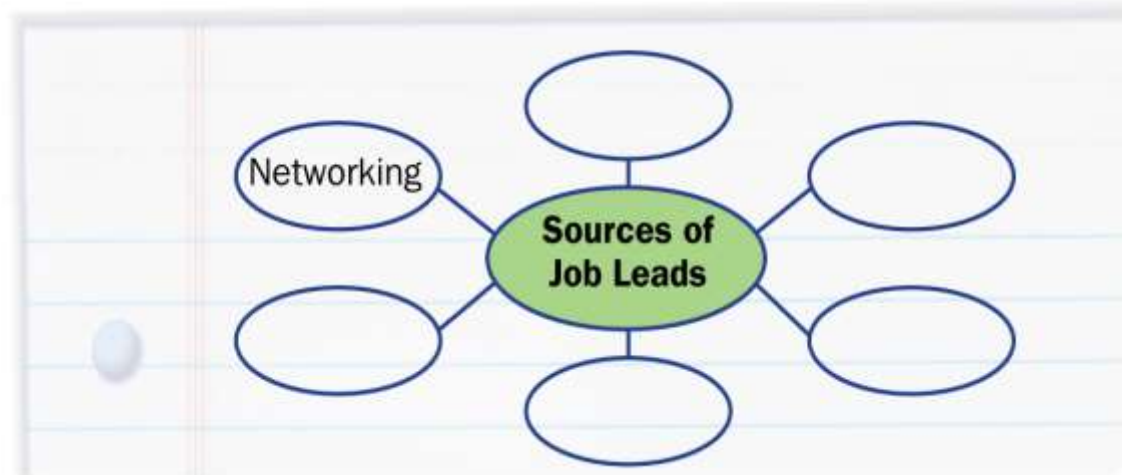
## Objectives

- Identify a variety of sources for job leads
- Describe the best ways to develop job leads

# Finding a Job

## Graphic Organizer

In a chart like this one, write in seven types of sources of job leads.



# Finding Job Openings

## **job lead**



Information about a job opening.

A **job lead** ◀ is information about a job opening. Finding the right job requires getting as many leads as possible and following up on them.

# Networking

## networking



The art of building alliances.

**Networking** is the art of building alliances. Finding contacts among those in your network is the most effective way to find a job.

Let your contacts know that you are seeking employment, the type of work you are suited for, and what you have to offer.

# Networking

Local retail stores and other businesses frequently call school counselors for names of qualified students for part-time or temporary jobs. You should also have occasional contact with professional people in your personal life. Former employers are good sources of job leads.

# **Cooperative Education and Work Experience Programs**

Students enrolled in cooperative work experience programs receive course credit and are sometimes paid, as well.



## **Newspaper and Magazine Ads**

The Help Wanted sections teach you about the local job market. You will learn the different qualifications required for different types of jobs.

Follow up immediately on every ad that might lead to the job you want.



# Employment Agencies

## public employment agencies



Employment agencies that are supported by state or federal taxes and offer free services to both job applicants and employers.

Employment and temporary staffing agencies match workers with jobs.

**Public employment agencies** ◀ are supported by state or federal taxes and offer free services to both job applicants and employers.

# Employment Agencies

## private employment agencies



Employment agencies that are not supported by taxes and must earn a profit to stay in business.

## staffing/ temporary agencies



Employment agencies that are not supported by taxes and must earn a profit to stay in business.

**Private employment agencies** and **staffing/temporary agencies**, which are not supported by taxes, must earn a profit to stay in business. They charge a fee for their services, which is paid by either the job applicant or the employer.

## **Company Personnel Offices**

A company's personnel office (also known as Human Resources, or HR) handles employment matters, including the hiring of new workers. Job postings can also be posted on online bulletin boards. Try to find out the names of department heads of areas in which you are interested.

# Searching the Internet

Employers are using the Internet extensively, with millions of jobs posted at any given time. On employment portals, search for up-to-date listings, nothing more than a month old.

## Contacting Your Job Leads

Send a letter of inquiry and a polished résumé to a company by regular mail or via e-mail.

A letter of inquiry should ask about potential openings, while showing that you have conducted research about the company. Include your résumé with your letter of inquiry.

## Contacting Your Job Leads

If you call about an appointment, it is best not to discuss the job on the telephone. You will probably get more consideration by inquiring about the job after you arrive in person. Familiarize yourself with the company's products or services by studying those of its competitors in stores.

The slide features a red top border with a blue and yellow wavy pattern. A red banner at the top center contains the text "SECTION 38.1 REVIEW" in white. Below the banner is a large green chalkboard with a red border and gold corner fasteners. Gold decorative swirls are placed at the top and bottom corners of the chalkboard. The bottom of the slide has a white scalloped border.

**SECTION 38.1 REVIEW**



## SECTION 38.1 REVIEW

- click twice to continue -

# Applying for a Job

## Key Terms

standard  
English  
references  
cover letter  
résumé

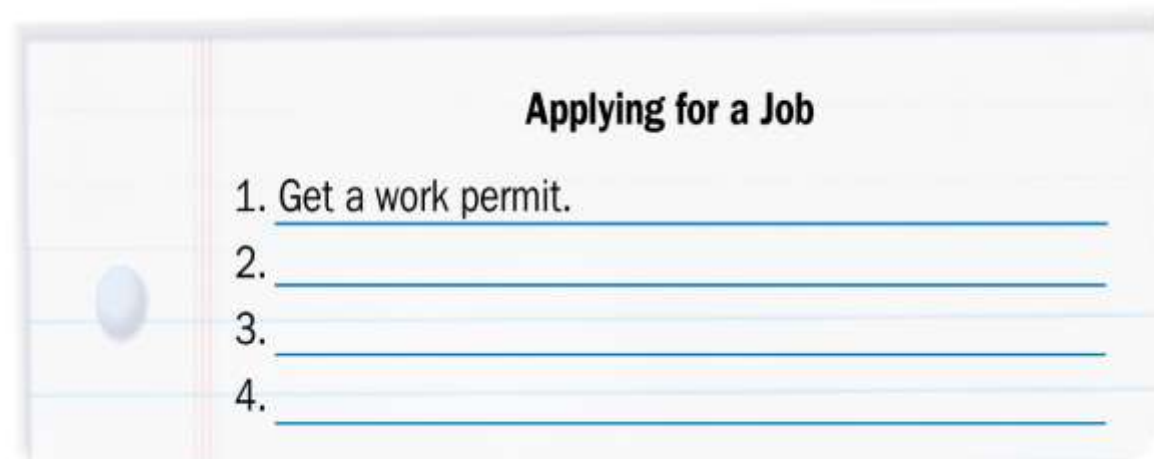
## Objectives

- Name the legal document necessary to begin working
- Write a letter of application and complete an application form
- Write a résumé and a cover letter
- Prepare for an interview

# Applying for a Job

## Graphic Organizer

In a chart like this one, list ideas about how you would go about applying for a job.



**Applying for a Job**

1. Get a work permit. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## **Getting a Work Permit**

A work permit establishes that it is legal for a young worker to do the type of work offered. In some states, work permits must specify the exact duties and hours of work.

# Applying for a Job

The decision to hire is based on three criteria:

1. How well can you do the job?
2. How willing are you to do the job?
3. How well will you fit in?

# Applying for a Job

The decision about whether to hire you will depend on information you provide in your résumé or application form and during the interview.



# Using Standard English

## **standard English**



The formal style of writing and speaking that is taught in school.

**Standard English** ◀ is the formal style of writing and speaking that you have learned in school. It employs correct:

- Grammar and spelling
- Pronunciation
- Usage



# Filling Out Application Forms

Most application forms are short and ask similar questions. They also provide information about your qualifications so company personnel can decide whether to interview you.

Complete the form neatly, using a pen with blue or black ink. Spell every word correctly.

## **Filling Out Application Forms**

List a specific job title if asked about your job preference; do not write “anything” as an answer. Employers expect you to know what type of work you can and want to do.

## Filling Out Application Forms

### references

People who know a job applicant's work habits and personal traits well and will recommend that person for the job.

Be prepared to list several references.

**References** ◀ are people who know your work habits and personal traits well and will recommend you for the job. Make sure you ask permission of your references before listing them on an application form.

## Writing Cover Letters

### cover letter

A letter written by an applicant to an employer describing why that applicant is the best person to fill a specific job opening.

Writing a **cover letter** ◀ is like writing a sales pitch about yourself. You must convince an employer that you are the best person to fill a specific job opening. The letter should reflect your understanding of the company and its needs.

# Writing Cover Letters

A cover letter usually accompanies a résumé. First describe how you learned about the job. The second paragraph should contain a description of how your education and experience qualify you for the job. Conclude by asking for an interview at the employer's convenience.

## Preparing Résumés

### **résumé**



A brief summary of personal information, education, skills, work experience, activities, and interests.

A **résumé** is a summary of personal information, education, skills, work experience, and activities. It organizes the facts about you that are related to the job as well as outlines your qualifications.



**1**  
**Objective** Your objective statement should indicate the type of job you want. Change this item if you use the same résumé to apply for a different job.

**4**  
**Education** List schools attended from high school on, the dates of attendance, and diplomas or degrees earned. It is fine to emphasize the courses that are related to the job you are applying for.

**6**  
**References** Include up to three references on a short résumé. Or, indicate that they are available. Always ask people ahead of time if they are willing to be listed as references for you.

Frank Johnson  
1235 East Tenth Avenue  
Ventura, CA 93003  
(805) 555-6264  
frankjohnson@yourname.com

**Objective:**  
A marketing analyst position that would complement my academic and work experience.

**Experience:**  
9/04-present Assistant Marketing Analyst  
Ventura Volvo  
6580 Leland Street  
Ventura, CA 93003

Used computer to estimate sales by model and make recommendations for inventory. Accessed databases using computer terminal to study inventory in relation to buying estimates. Studied historical applications, including media ads, price and color changes, and impact of season.

9/03-9/04 Marketing Assistant  
KVEN Radio  
Ventura, CA 93003

Assisted Communications Manager in publishing articles and ads, sales presentations, vendor contracts, and trade shows. Contacted vendors for advertising needs (charts, overheads, banners).

**Education:**  
2002-2004 Ventura College. AA in Marketing. Dean's Honor Roll two semesters.

Courses included:  
Marketing I and II  
Marketing Information Systems  
Advertising  
Economics I and II  
Computer Science

1999-2002 Ventura High School, Graduated in upper 10 percent of class. Served as Vice President of DECA two years.

**Personal:**  
Hobbies include writing computer programs, tennis, and photography.

**References:**  
Available upon request.

**2**  
**Identification** Include your name, address, telephone number, and e-mail address.

**3**  
**Experience** List experience related to the specific job for which you are applying, including volunteer work.

**5**  
**Activities and Awards** List school clubs or sports awards, and any recognition you received at work, school, or extracurricular settings.



# Electronic Résumés

If you are applying for a position online, you may be required to submit an electronic résumé. First, compose your electronic résumé using a word processing program.

## Electronic Résumés

The format of your electronic résumé should be text only. Avoid bold type, italics, and underlining because they do not transmit well and make your résumé difficult to read.

Do not use tabs; use the space bar instead.

# Electronic Résumés

Use key words, consisting primarily of nouns. Key words are usually divided into three categories:

- Job title
- Industry
- Personal traits

# Electronic Résumés

You have done research on key words within the company's published ads, and know what words convey their image.

Be sure your voice mail message is professional, should the employer respond to your résumé.

## Electronic Résumés

Before e-mailing your résumé to employers, e-mail a copy to yourself so that you can review the message.

Sometimes it is best to cut and paste the résumé into the body of an e-mail message rather than include it as an attached file.

## **Traditional/Print Résumés**

In addition to your electronic résumé, prepare a print résumé for positions that require a cover letter and résumé to be mailed or faxed. Use black ink on white or off-white paper. Ideally, the paper should match the paper you use for your cover letter.

# Traditional/Print Résumés

What happens during an interview is usually what determines an employer's choice of one applicant over another. These three steps are critical:

- Preparing for the interview
- Conducting yourself properly
- Following up after the interview

# Preparing for an Interview

Appropriate dress and grooming, confident body language, and use of standard English all combine to make a good first impression.

A corporate casual dress code does not mean you should dress casually for an interview. Your clothes should be neat, clean, and wrinkle-free.



## **Preparing for an Interview**

Regardless of style, your hair should be clean and neat. Keep your nails trimmed, and keep makeup and jewelry to a minimum. It is a good idea not to wear any perfume or cologne to an interview because it can be distracting and some people are allergic.

## Preparing for an Interview

When you call for an interview appointment, write down the date and time and ask for the interviewer's name. Check the spelling and pronunciation. Review your résumé and be ready to answer any questions about your education, work experience, or other qualifications.

## **Preparing for an Interview**

The research you have conducted about a company will help you in an interview, because you will be able to talk intelligently about the company and it will show that you are interested in the firm.

# Preparing for an Interview

Under federal law, employers cannot make employment decisions on the basis of:

- Race or ethnicity
- Gender or age
- Religion, marital status, or sexual preference
- Country of origin or physical/mental status

# Preparing for an Interview

If asked a question dealing with any of these topics, you have three choices:

- You can answer truthfully.
- You can mention to the interviewer that the question is inappropriate.
- You can sidestep the question.

# **Conducting Yourself Properly During an Interview**

Always go alone for a job interview. Be courteous and polite to anyone you meet; these people might be your future coworkers.

Remain standing until asked to sit down, and place your purse/briefcase on the floor by your chair.

# **Conducting Yourself Properly During an Interview**

It is normal to feel a little nervous at the beginning of an interview. You will relax as the interview progresses. Look the interviewer in the eye most of the time and listen to him or her carefully. Be confident and be yourself.

# Conducting Yourself Properly During an Interview

Most interviewers begin by asking specific questions. Answer each question honestly.

The two most problematic questions for young applicants are:

- What kind of work would you like to do?
- What wage (or salary) do you expect?



# Conducting Yourself Properly During an Interview

You can answer the first question by naming the specific job you want.

If you are unsure of the typical wage, the best answer is something like, "What do you usually pay for this type of work?" If you must answer, offer a pay range.

# Conducting Yourself Properly During an Interview

Job applicants often ask questions such as:

- Why is the position vacant?
- What are the typical responsibilities for this position?

## **Conducting Yourself Properly During an Interview**

At the close of the interview, you may be offered the job or you may be told that you will not be hired. It is more likely that you will be told that a decision will be made later. If you are interested in the position, let the interviewer know. Only accept an offer if you are ready.

# **Conducting Yourself Properly During an Interview**

It is not unreasonable to want to think about this decision before making a commitment, but set a definite day when you can provide an answer (no more than 48 hours).

## **Following Up After an Interview**

A thank-you letter is an appropriate way to follow up most interviews. Simply thank the employer for the time given you and reaffirm your interest in the job. Unless you were told not to call, it is all right to telephone the employer five or six days after the interview.

## After You Are Hired

After you begin a new job, there are several steps you can take to enhance your career growth and future job searches:

- Thank all those who interviewed you.
- Make a list of your accomplishments and awards you may have received.

## After You Are Hired

- Keep samples of your work, unless the material is confidential.
- Save copies of reviews and evaluations.
- Take advantage of any opportunity to learn new skills or receive training.

## After You Are Hired

- Continue to build your networking contacts.
- Volunteer for committee responsibilities that are outside the scope of your job.
- Be a team player and work to the best of your ability.





## SECTION 38.2 REVIEW



## SECTION 38.2 REVIEW

- click twice to continue -

## FOCUS on KEY POINTS

### **Section 38.1**

- You can find job leads through many sources, and you should make use of most of them. Among the best are networking contacts, newspaper and magazine ads, employment and temporary staffing agencies, and the Internet.

## FOCUS on KEY POINTS

### Section 38.2

- You may apply for a job by filling out an application form or by submitting a résumé with a cover letter.
- The decision to hire is almost always made during or following the interview. Therefore, it is very important to be well prepared.



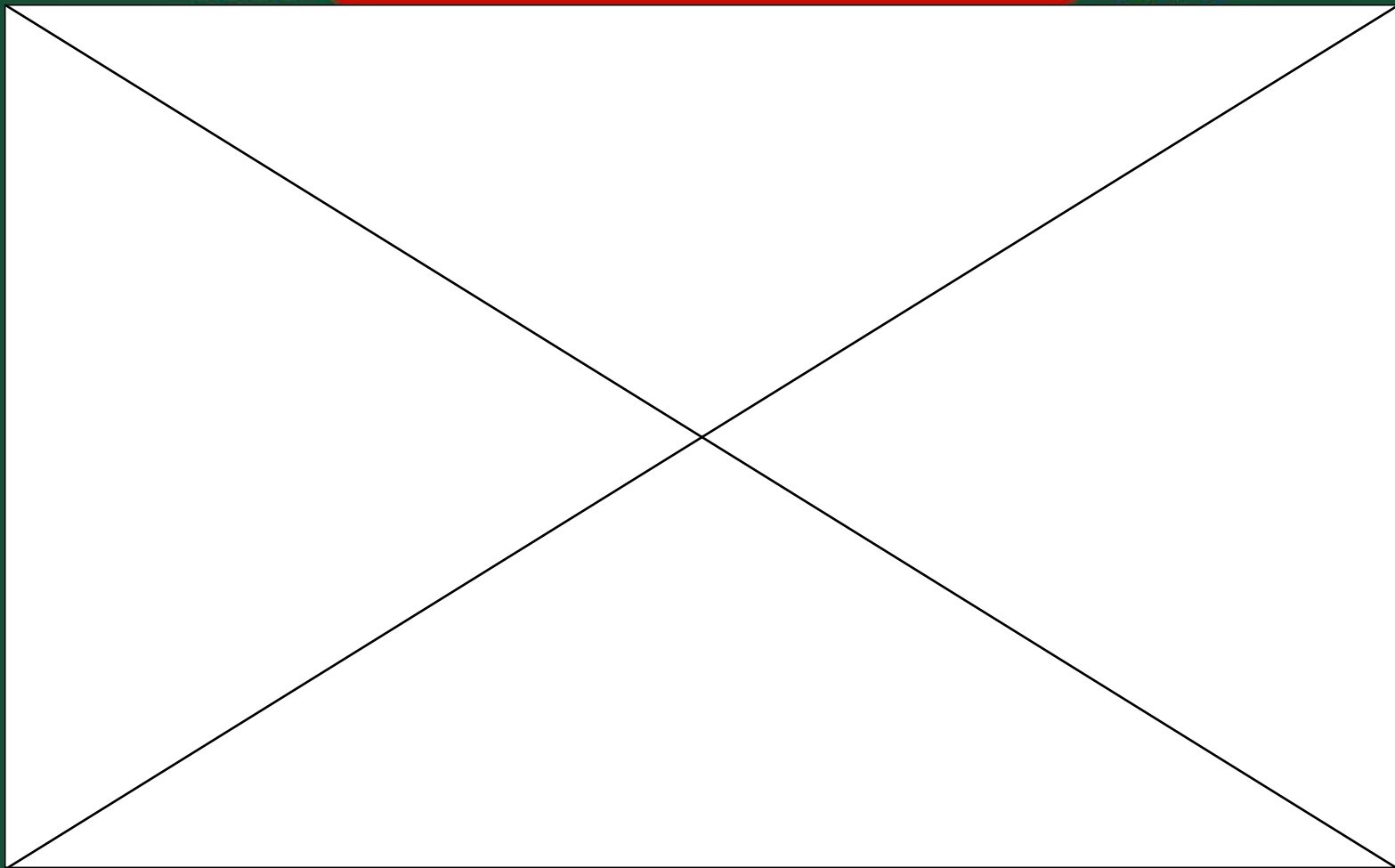
This chapter has helped prepare you to meet the following DECA performance indicators:

- Identify skills required to enhance career progression.
- Utilize resources that can contribute to professional development.
- Use networking techniques for professional growth.
- Demonstrate initiative.
- Demonstrate honesty and integrity.



# CHAPTER 38 REVIEW

# CHAPTER 38 REVIEW



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