

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Develop a resume.\*

### Objectives:

- A. Define resume.
- B. Compose an accurate resume.

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### MODULE 3A: INFORMATION SHEET

TO THE STUDENT: Read and study this information sheet and then prepare your own resume.

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#### What is a resume?

A resume (pronounced rez' oo ma) according to the dictionary is "a summary; a statement of a job applicant's previous employment, experience, education, etc." The goal of a good resume is to get you an interview. Therefore, be sure to stress who you are, what you can do, and what you have to offer the prospective employer.

#### Example of a resume

On page 5 you will find a sample resume. As you do more research on resumes, you will find ten or more recognized resume styles or forms. The sample will get you started on your first or most basic resume.

#### How to compose a resume

Now that you have reviewed the basic resume, you have a good understanding of what should be included in your resume. Remember, a resume is your personal inventory of what you have to offer a potential employer. Therefore, you will want to include the following sections in your resume:

##### Personal Information:

Name, address (street address, city, state and ZIP Code) and telephone number with area code. Email addresses may be placed in this section.

\*(This is also CAPS Module 32, used with permission.)

Employment Objective:

This section tells the employer the position for which you are applying. Listed below are two examples of employment objectives:

1. To secure a position as welder.
2. To continue a career in carpentry with a reputable home improvement company.

Educational Background:

Include the name and address of the high school you attended. In this section you would want to mention the curriculum studied, honors, awards, accomplishments, and/or certificate received.

If you have or are currently attending a career and technical school, you would want to list this school also. Be sure to include the name of your shop as well as the name, address, and honors or awards received at the career center. As you progress into post-secondary education, you should list your most recent education first and work backwards.

Employment History:

In describing your experience, give the dates on which you began and terminated the job. Include in this section names and addresses of current or previous employers. Always list the most recent or current employer first and work backwards into the past. You will also want to include in this section your job title, job duties and supervisor's name. Use action words to describe your job duties. Example: "in charge of," "responsible for," "assisted with," etc.

References:

Include in this section the names of at least three people who can offer information about you or provide you with a recommendation for the job. People who make good references would be teachers, guidance counselors, employers, friends of the family, or neighbors. Try to give thought to your references and select only those people who can help you obtain the job. Avoid using high school friends as references. Information you will need from each reference includes name, title, company, address, phone number and email address. **Be sure to ask permission to use someone's name as a reference.**

Optional:

Some people like to include additional sections in their resumes. You might like to include skills, hobbies, interests, club activities, etc. Nevertheless, keep these sections brief.

**Steps in preparing a resume**

1. Do a personal inventory by filling out the personal inventory sheet provided beginning on page 6. This will help you get everything organized on paper.
2. Choose a format. You may follow the format provided in the sample resume or refer to books in the library for other formats.
3. Write your resume.
4. Edit your resume. Your resume should be complete, easy to read and brief. Try to keep it on one page. Proofread to make sure you have perfect spelling, grammar, and punctuation.
5. Type your resume.
6. Proofread, proofread, and proofread the typed copy to make sure you have it perfect. Give it to someone else to read. Sometimes when we work too long with a document, we don't see errors.
7. Be sure your resume is attractively arranged on the page. If not, have it typed again.
8. Be sure the resume is visually attractive, brief and informative.

Remember, your resume is an advertisement of yourself. You are the product and your resume is trying to sell you. Like any good ad, it should create interest and sell the product. In this case, it would sell you!

**Common rules to follow when preparing a resume**

1. Have at least a one-inch margin on all four sides of the paper.
2. Have perfect typing -- avoid typographical errors and errors in grammar or punctuation.
3. Use a printer with a fresh cartridge or toner. Avoid light or uneven print, smudges, etc.

4. Be consistent in format and content. For example: If you have the name, address and phone number for one job, provide it for all jobs. If you name the supervisor in one job, name the supervisor in all your jobs.
5. Eliminate categories such as sex, marital status, height, weight, etc. Modern resumes do not include these since most are illegal questions to ask an applicant.
6. When using an email address where you can be reached...do not use personal addresses that may not give a professional appearance, such as:  
[sweetiegirl@aol.com](mailto:sweetiegirl@aol.com)  
[buckethead@yahoo.com](mailto:buckethead@yahoo.com)  
[hottie@excite.com](mailto:hottie@excite.com)
7. Because you may graduate with a nationally recognized skill certificate, consider a second resume format:  
Objective:  
Skills:  
Experience:
6. Send only original resumes. Use a copier only if you cannot tell the difference between the copy and the original -- they must be exact. Use good bond paper, preferably in white, but ivory, gray, or pastel shades are becoming more acceptable.

SCOTT DANIELS  
 R. D. 2, BOX 84  
 ANYCITY, PA 54321  
 Phone....Email

OBJECTIVE: Full-time position utilizing my carpentry skills.

EDUCATION: Anycity High School  
 330 E. John Street, Anycity, PA 54321  
 General subjects - B average  
 Advanced Math - A average

Anycity Career & Technical School  
 575 Hospital Road, Anycity, PA 54321  
 Enrolled in Carpentry - B+ average  
 Class projects included building garages, roofing and remodeling.

EXPERIENCE: Dale Smith Construction  
 244 Horner Street, Anycity, PA 54321  
 Employed: September 1987 to present  
 Supervisor: Dale Smith  
 Duties: Framing, installing dry wall, building decks, roofing, and picking up supplies

Dairy Queen  
 100 Oak Street, Anytown, PA 55443  
 Employed: April 1987 to September 1987  
 Supervisor: Sally Wallace  
 Duties: Serving customers, cleaning, handling money, and training new employees.

Self-employed  
 Built and sold playground sets during the summer of 1986

SKILLS: Framing, roofing, some wiring and plumbing.  
 Enjoy meeting and talking to people.

INTERESTS: Enjoy riding motorcycles and dancing.

Member of VICA	3 years
Treasurer - 1 year	
Member of church youth group	3 years
Lettered in high school football	2 years
Member of Student Council	3 years
Boy Scouts of America	8 years
President - 1 year	

REFERENCES:

Mr. Duff Luther	Mr. Matt Good	Mr. James Reed
R. D. 3, Box 82	402 Oak Street	745 Harvest Drive
Anytown, PA 55443	Anycity, PA 54321	Anycity, PA 54321
(814) 637-7789	(814) 637-0091	(814) 234-8903
Tech Instructor	Contractor	Coal Miner

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**MODULE 3A: STUDENT ACTIVITIES**

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***TO THE STUDENT:** After reading and studying the above Information Sheet, complete the following activities.*

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**Activity 1: Fill out this personal inventory sheet. This way you will have collected all the information you need to begin your resume.**

**PERSONAL INVENTORY SHEET**

1. NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

2. CAREER OBJECTIVE \_\_\_\_\_

3. HIGH SCHOOL \_\_\_\_\_

FIELD OF STUDY \_\_\_\_\_

SPECIALIZED COURSES \_\_\_\_\_

MEMBERSHIPS OR CLUBS \_\_\_\_\_

ACTIVITIES \_\_\_\_\_

LEADERSHIP OPPORTUNITIES \_\_\_\_\_

4. CAREER & TECHNICAL SCHOOL \_\_\_\_\_

FIELD OF STUDY \_\_\_\_\_

SPECIALIZED COURSES \_\_\_\_\_

MEMBERSHIPS OR CLUBS \_\_\_\_\_

ACTIVITIES \_\_\_\_\_

LEADERSHIP OPPORTUNITIES \_\_\_\_\_

5. HOBBIES \_\_\_\_\_

6. TALENTS/SKILLS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

DUTIES \_\_\_\_\_

DATE JOB BEGAN \_\_\_\_\_ JOB ENDED \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

DUTIES \_\_\_\_\_

DATE JOB BEGAN \_\_\_\_\_ JOB ENDED \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

DUTIES \_\_\_\_\_

DATE JOB BEGAN \_\_\_\_\_ JOB ENDED \_\_\_\_\_

8. REFERENCES:

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

9. OTHER INFORMATION:

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**Activity 2: After you have completed the personal inventory form and typed your resume on the computer, be sure to save on disk so corrections can be made. After your instructor approves your rough draft, make any necessary corrections and print your resume.**



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**MODULE 3A: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania's Academic Standards for Career Education and Work****13.2.11. Career Acquisition (Getting a Job)**

- C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:
- Job application
  - Letter of appreciation following an interview
  - Letter of introduction
  - Postsecondary education/training applications
  - Request for letter of recommendation
  - Resume

**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.4.11. Types of Writing**

- D. Write a personal resume.

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Prepare a letter of application.

### Objectives:

- A. Describe the purpose of the letter of application and why they are necessary.
- B. Explain the parts of a cover letter.
- C. Gain important advice as to what should be included in a letter of application.
- D. Prepare a rough draft and a final draft of a letter of application.

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### MODULE 3B: INFORMATION SHEET

*TO THE STUDENT: Read and study this information, then complete the student activities at the end of this section.*

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#### Why a cover letter?

Just as you would never show up unannounced at a prospective employer's door, your resume should never just appear solo on a decision maker's desk. The letter of application is most commonly known as a cover letter. The cover letter is your first opportunity to introduce yourself, present your qualifications and show the search committee that you are a potential candidate for the advertised position. It is required anytime that you apply for a job by sending a resume.

#### Personalize your cover letter.

A tip when applying for any position is to encourage the employer to believe that the job in which you are applying for is the perfect job for you. Take a few minutes to personalize your letter, in order to show the employer you are serious about working for their organization. State the reasons why you are interested in working for their organization. Show that you have done your homework by mentioning company specifics such as: mentioning your understanding as to why the organization exists. You can also mention special characteristics or events that demonstrate your knowledge of the organization. When ever possible, you should address the cover letter to the specific hiring manager that will make the final hiring decision.

**What's included in a cover letter?**

Cover letters should be clear and to the point. Include the specific job title, two to three reasons why your experience makes a good fit and a brief outline of your career highlights.

**Highlight your strengths.**

You may be a great person and never call in sick, but prospective employers really want to know why they should consider you for this position. Brag a little! Give a few facts, list relevant skills and state accomplishments on recent jobs that the employers will be impressed by. This is not the time to be shy.

**Explain why you are more qualified than other candidates.**

Emphasize your skills, talents and experiences to show how you would be a valuable addition to the team. If you have relevant volunteer or professional experience, mention it briefly in your cover letter. For example, if you are a volunteer firefighter who serves your community, include that information. A lot of the skills you use as a volunteer are needed by employers.

**Job Descriptions**

Call or visit the employer and ask them if you can have a copy of the position's job description. This will help you do two things. First, you will discover the actual qualifications for the job. Second, this will let you know if you are qualified. If you find that you can perform most of the essential skills, apply for the job. Make sure you are prepared to explain any shortfalls. A willingness to learn is always helpful. **Never** call an employer when an advertisement specifically states, "do not call".

**No negative information**

You should never include any negative information about previous employers in your cover letter or during a job interview. If you are bad-mouthing a previous employer, interviewers may fear a repeat performance if they hire you. Always remain upbeat and confident.

**When should you include salary information?**

The rule of thumb is to only include salary requirements and/or salary history in the cover letter if a prospective employer requests it. Conduct research and find out what is considered to be a reasonable salary for the position that you are seeking. Never give a specific salary. Always give a salary range. An example of this salary information would be; my desired salary will range between \$20,000.00 and \$25,000.00 annually depending upon the position's responsibilities and other incentives that may be included as a part of the employee's benefit package. You should never include salary information on your resume. Only address this information in your cover letter if you

are asked. You don't want the employer thinking that you are more interested in the salary and benefits than you are interested in the position.

### **Be proactive**

Take a proactive approach in your cover letter. Make sure that you mention that you are looking forward to discussing this opportunity with them in the near future. State the fact that you are available for a personal interview; provide a phone number where you know you can be reached. It is highly recommended that you have either an answering machine or an answering service that will help you get the unexpected message.

### **Maintain your professionalism**

A professionally written cover letter and resume can open the door to your new job. A clean, error-free presentation, combined with strong phrasing and solid facts, will encourage the reader to review the attached resume and call you in for an interview.

1. Research and write specific information about the organization. If possible, avoid the phrase, "To Whom It May Concern." Instead, you should ask, "who is the hiring manager". Ask them for a specific name and title. Never address the letter to "Dear Sir"; it could be a lady.
2. Sign a cover letter using blue or black ink. Never use any other color on the cover letter.
3. Structure the cover letter to reflect your individuality, but avoid appearing too familiar, overbearing, humorous, or cute. Keep sentences short and to the point.
4. Keep the cover letter brief, usually no more than three to five paragraphs. The cover letter should not be longer than one page.
5. The paper and style of your cover letter should be the same color and quality as you used for your resume. You might consider using the same paper stock for both your cover letter and resume.

### **Use proper grammar and spelling.**

Enough can't be said about the importance of using proper grammar and spelling when writing a cover letter. An employer once said that his/her interviews begin with his/her first contact with the applicant. Many times the first contact with the employer is through the mail in the form of a cover letter and an accompanying resume.

Employers are looking for employees who can write in a professional manner. Employees need to be able to express their thoughts in writing. What is written in your cover letter should be easy to read and understand. Care should be taken to insure that you are using correct grammar and spelling.

Make sure you proofread your work. A good recommendation is to have one or two additional people proofread your work. Since you wrote the cover letter, you are less likely to find mistakes you wrote. A fresh set of eyes will be extremely helpful in finding errors. In addition, two heads are better than one. Other people may offer suggestions that could enhance the overall quality of your cover letter.

Carefully read the sample cover letter instructions on the next page.

**An outline of a cover letter.**

Your Name  
Your Present Address  
City, State, Zip Code

Note: This section of the letter is also known as a header. The header should match the same style and format that you used to write the header on your resume

Date

Name of person you are sending the letter to  
Title  
Organization  
Street Address  
City, State, Zip Code

Dear (name of person you are sending the letter to):

**1st Paragraph** • Clarify why you are writing to the employer. Name the position, field, or general career area for which you are inquiring. Explain how you heard of the opening or organization. Make sure you also name the source of where you heard about the job opening. Employers like to know that their marketing efforts are working. If you heard about the position through someone you know, name names, if you think that person could help you land the job. Only use the name of an individual you know is considered to be creditable by the hiring organization.

**2nd Paragraph** • This is the “sell” paragraph. Mention a few of your qualifications you think would be of greatest interest to the organization. Make sure your qualifications directly relate to the position that you hoping to gain. Tell why you are particularly interested in the employer, location, or type of work. If you have had related experience or specialized training, be sure to point it out. The key here is to understand the qualifications that the employer is looking for. When writing this paragraph, you should make every effort to show the employer that you are the person they are seeking. Understand, when an employer has an opening they are looking for someone to help them fill a need. It is your job to demonstrate to the employer that you are the best candidate to fill their need.

**3rd Paragraph** • This is the closing paragraph. Reiterate your interest in the position. Express, with enthusiasm, your interest in meeting with the employer as soon as possible. Close by reminding the employer of your phone number. In a way, you are asking the employer to call you. If, instead of wanting an interview, your request is for further information concerning the opening, it would be polite to enclose a self-addressed, stamped envelope.

Sincerely,

(Your Handwritten Signature)

Type Your Name

Enclosure

**Cover letter sample.**

FREDA JOHNSON  
(570) 555-1212

777 Opportunity Avenue  
Newburgh, PA 38227

October 11, 2005

Ms. Lisa Simpson  
Human Resources Management  
Community Care Center  
206 East Brown St.  
Newburgh, PA 38277

Dear Ms. Simpson:

In response to the Certified Nursing Assistant position, which was advertised, in the June 14, 2002 edition of the *Daily Times*, please accept a copy of my resume for your review.

An organization can only be as good as the people that work for that organization. Quality starts with the new hire. As a Certified Nursing Assistant, I will do my very best to insure Community Care Center's patients receive the quality of care that they deserve and you demand. According to your advertisement, you are seeking a trained, motivated and caring individual. I successfully completed my Certified Nursing Assistant training at the Newburgh Career and Technical Center. During my clinical, my instructors, mentors and patients complemented me. Each stated how they were impressed with the quality of patient care I delivered.

I look forward to hearing from you in the near future where we can further discuss my qualifications and your needs. If you have any questions, or you would like to schedule an interview, feel free at call me at (570) 555-1212.

Sincerely;

*Freda Johnson*

Freda Johnson

Enclosure

## MODULE 3B: STUDENT ACTIVITY

**TO THE STUDENT:** After you have read and studied how to prepare a cover letter, complete the following activities to demonstrate your understanding of this topic.

**Activity 1: Answer the following questions in complete sentences.**

1. Explain why you need a cover letter.
2. Explain what it means to personalize a cover letter.
3. Describe what should be included in a cover letter.
4. Explain how a job description can help you create a better cover letter.
5. When creating a cover letter, you are making a sell. What are you selling and how can you best make that sale?



**Activity 2: Create a rough draft of a cover letter.** Have the instructor correct any mistakes, then type a final draft.

Header information:

Your name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your City, State, Zip-code \_\_\_\_\_

Today's date: \_\_\_\_\_

Hiring Manager's Name: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Hiring Manager's Address: \_\_\_\_\_

Hiring Manager's City, State & Zip-code: \_\_\_\_\_

Dear: \_\_\_\_\_

1<sup>st</sup> Paragraph: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Paragraph: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3<sup>rd</sup> Paragraph: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely:

\_\_\_\_\_

\_\_\_\_\_

Enclosure

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**MODULE 3B: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania's Academic Standards for Career Education and Work****13.2.11. Career Acquisition (Getting a Job)**

- C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:
- Job application
  - Letter of appreciation following an interview
  - Letter of introduction
  - Postsecondary education/training applications
  - Request for letter of recommendation
  - Resume

**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.5.11. Quality of Writing**

- A. Write with a sharp, distinct focus.
- Identify topic, task and audience.
  - Establish and maintain a single point of view.
- B. Write using well-developed content appropriate for the topic.
- Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- F. Edit writing using the conventions of language.
- Spell all words correctly.
  - Use capital letters correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Complete a job application.\*

### Objectives:

- A. Demonstrate understanding of the parts of a job application by correctly filling out an application for employment.
- B. Practice filling out the Scholarship Application for the Pennsylvania Cooperative Education Association.

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### MODULE 3C: INFORMATION SHEET

*TO THE STUDENT: First complete the warm-up exercise. Then read and study the information sheet. Finally, complete the job application form and the Scholarship application at the end of this module.*

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### **Warm Up:**

The next four pages contain the application that Jeff (Bucky) Adams filled out when he was seeking employment. Eight different employers were shown this application. Every one said they would not even consider interviewing Bucky. As you read the application carefully, try to think of some things that you may have done differently.

*\*(This is also CAPS Module 37, used with permission.)*

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**APPLICATION FOR EMPLOYMENT**

(Please Print Plainly)

Date: 4/11/03Name: Bucky Adams Social Security No.: 193-61-2711Present address: 129 North Maple Street, Adamstown, PAYears lived at this address: 1 Telephone No. ( ) 265-5417Previous address: Ohio How long: ----

If hired, what type of transportation will you use to get to work?

My car if I can get it fixed.

***DO NOT ANSWER ANY QUESTIONS CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION. A check indicates that the requested information is needed for a bonafide occupational qualification, or other legally permissible reasons.***

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The Civil Rights Act of 1964 prohibits discrimination in employment because of race, religion, or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the following types of discrimination.

How old are you? \_\_\_\_\_ Date of birth: \_\_\_\_\_

Sex: M \_\_\_ F \_\_\_ Height: 5 ft. 8 in. Weight: \_\_\_\_\_ lbs.Marital Status: (Check One) Single \_\_\_ Engaged \_\_\_ Separated \_\_\_  
Divorced \_\_\_ Widowed \_\_\_

Number of dependents including yourself \_\_\_\_\_

Are you a U.S. citizen? \_\_\_\_\_

---

Position applied for: any available Pay rate expected \$ 10 (about)How did you learn of this opening? a friendWould you work yes Full Time? yes Part Time?Days and hours if part time: depends on what I have that day

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_  
 List any friends or relatives working for us:

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What date would you be available to start? TODAY!

List any other skills or qualifications you feel would especially fit you for work with the company: ?

Do you have any physical defects which preclude you from performing  
 certain kinds of work? NO

If yes, describe such defects and specific work limitations: \_\_\_\_\_

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors  
 and summary offenses? NO If yes, describe in full: \_\_\_\_\_

Person to be notified in case of accident or emergency

Phone number: 236-5417 Name: Shiela London

Relationship: girlfriend Address: lives with me

### RECORD OF EDUCATION

Type of School	Name/Address	Years Attended	Year Left	Year Graduated	Major
Grammar/Grade	Edison/Doylestown	6	63	?	?
High School	C.B. Doylestown	4	69	Yes	?
College					
Post Graduate					
Business/Trade	Upper Bucks Vo-Tech	3	Still going	--	--
Other					

**MILITARY SERVICE RECORD**

Have you served in the armed forces? \_\_\_ Yes X No

If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ to \_\_\_\_\_ Rank at discharge \_\_\_\_\_

List duties including special training and duty station:

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**REFERENCES**

Name/Occupation	Address	Phone Number
1. Shiela London Cosmetologist	Same as mine	Same as mine
2. Bill McElvy Unemployed	Perkasie, PA	269-3117
3. Tim Schwartz	Sellervsille, PA	257-1132

**PRIOR WORK HISTORY** (List in order, last or present employer first)

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving
Dec. to Last week	Delbar / Dublin	Phil	Laid off

Describe the work you did.

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving
June to Dec.	Kenny Bupp's Bedminster, PA	Kenny Bupp	Fired!

Describe the work you did.

Various jobs

May we contact the employers listed above? NO

*Generally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our company, use additional sheets to summarize any additional information necessary to describe your full qualifications.*

I need the job and I'd probably be good because I need the money.

*Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other consideration.*

**PLEASE READ CAREFULLY**

**APPLICANTS CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

**Bucky Adams**

Signature of Applicant



### **Job Application—the door to employment**

A job application is one of the most crucial aspects in obtaining the job you want. It is your ticket to the future. Complete the application properly and to the best of your ability, and you have a chance to land that job. Don't take it seriously, make mistakes and errors, and you'll be job hunting for a long time.

The job application is the first time you have an opportunity to sell yourself to an employer. It is the first way he gets to "meet" you, and what you write and how it's written determines in most instances if you get to the next step—an interview.

Consider this—Ace Hardware has one opening for a warehouse man. Over fifty people answer the ad—the job is a good one, and well paid. Do you think the employer will spend all the time to interview fifty people? No. He will most likely go through the applications and select the five or ten that stand out and interview those people. So what does our employer look for as he narrows the field from fifty to five?

First and foremost—can the application be read? Have you ever tried to read a note or instructions from someone with sloppy handwriting? It is frustrating, annoying, and may even lead you to get misinformation if it's too hard to decipher. If the employer has a number of applications and your application is difficult to read, guess whose application won't be read? That's right—yours! You won't even have a chance to sell yourself because he won't bother reading it. That is exactly the reason that most applications specify "Please Print." And, while you're at it, do yourself a favor and print using a black ink pen. It makes it much easier to read and is preferred to penciled applications by the majority of employers.

As you start to fill out your application, read each question carefully and think about your answer before you start to write. If you write before you think, you may make a mistake. Don't forget, you're using ink so a mistake is not neatly or easily corrected. Sure you can always cross out, but a lot of cross outs look sloppy and may give the impression that you don't think things through or that you are indecisive or sloppy. Even if these impressions are not accurate, they may count against you. The application is the first time the employer "meets" you, and he may not want to take a further chance on you if the application is unimpressive.

As you complete an application, try to give as much information about yourself as possible. This means writing down and detailing as much information about yourself as you can. You are never in a race to see how fast you can complete an application. You are competing to get that job, so take your time and do it right.

If you read a question about where you received your education, by all means complete everything they ask whether it involves, elementary school, junior and senior high school, technical school, etc.

But they ask you so much—how can I remember everything? Make it easy on yourself. Write down all the pertinent information that you might be asked on a separate sheet of paper and carry it with you as you go to fill out the application. Remember, you are not taking a test; you are trying to land a job and you should feel free to take whatever notes and information with you to help you fill out that application.

There are certain questions every application asks for that involve specific and detailed names, dates, and addresses. These usually include where you went to school, past work experiences, and personal references. These are the kinds of things that should be figured out in advance and written on your "help" paper that you take with you. This will make things easier for you!

Another general tip—sometimes there will be questions that you can't answer or that don't apply to you. Leave them blank, right? WRONG! Neatly print N.A. for not applicable, or draw a line through the space. Leaving it blank may cause an employer to think you skipped, ignored, or missed it. If you have difficulty answering a question, you can always write, "Will discuss at the interview."

Now let's follow our way through the parts of a basic job application.

---

## APPLICATION FOR EMPLOYMENT

(Please Print Plainly)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Present address: \_\_\_\_\_

Years lived at this address: \_\_\_\_\_ Telephone No.(\_\_\_\_\_)\_\_\_\_\_

Previous address: \_\_\_\_\_ How long: \_\_\_\_\_

If hired, what type of transportation will you use to get to work? \_\_\_\_\_

---

*This first section deals mainly with your name and address. It's a good idea to use your proper name rather than a nickname. Or, if you want the nickname in print, for example, Jeffrey "Bucky" Adams. Notice that you are asked for both present and previous addresses. This is mainly for people who have just moved. Why? Well, the employer may want to check out references. He may want to see if you have a stable home environment. These are things that could influence whether you are hired or not. The transportation question is asked to check upon your potential attendance dependability. Make sure you have this answer in your mind when you go. If you can't remember your social security number, write it on a paper to carry with you. DON'T ever make up a number—it's not only stupid, it is illegal.*

---

How old are you? \_\_\_\_\_ Date of birth: \_\_\_\_\_

Sex: M \_\_\_ F \_\_\_ Height: \_\_\_ ft. \_\_\_ in. Weight: \_\_\_\_\_ lbs.

Marital Status: (Check One) Single \_\_\_ Engaged \_\_\_ Separated \_\_\_  
Divorced \_\_\_ Widowed \_\_\_

Number of dependents including yourself \_\_\_\_\_

Are you a U.S. citizen? \_\_\_\_\_

---

Read the directions carefully before you answer questions such as the ones above. Some of this type are illegal and may only be asked if there is a substantial back-up reason for them.

---

Position applied for: \_\_\_\_\_ Pay rate expected \$ \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Would you work \_\_\_\_\_ Full Time? \_\_\_\_\_ Part Time?

Days and hours if part time: \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends or relatives working for us:

\_\_\_\_\_  
\_\_\_\_\_

What date would you be available to start? \_\_\_\_\_

List any other skills or qualifications you feel would especially fit you for work with the company: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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*Always apply for a specific job when you come to the above section. That means you may have to find out a little bit about the company and where the hiring opportunities lie. This can also help at your interview. Don't write down a rate of pay unless you currently have a job and would only leave for more money. Write "open" or "negotiable" or "prevailing wage." Be as complete as possible. Really think about what experiences might look good. Something insignificant to you may mean the difference between getting a job or not. If two applications are about equal, and one lists no additional skills or qualifications, but the other lists volunteer work at church with maintenance and repairs, who do you think is going to land the job?*

---

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Do you have any physical defects which preclude you from performing

certain kinds of work? \_\_\_\_\_ If yes, describe such defects and specific work

limitations: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses? \_\_\_\_\_ If yes, describe in full:

\_\_\_\_\_

Person to be notified in case of accident or emergency

Phone number: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

---

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*In the section above, TRUTH is the key. Tell the truth! You could justifiably be fired later if it is found that you have been untruthful on your application. A lie has a way of coming back to haunt you. Tell the truth but don't offer more information than you have to. If you feel you could be discriminated against because of these questions, you could write, "Will discuss at interview."*

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### RECORD OF EDUCATION

Type of School	Name/Address	Years Attended	Year Left	Year Graduated	Major
Grammar/Grade					
High School					
College					
Post Graduate					
Business/Trade					
Other					

---

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*If you can't memorize your schools, addresses, and dates attended (and believe me, most people can't), take some time to gather all the information at home, write it down on that help paper, and take it with you. If you attended or are currently attending a career/ technical high school or business school, or taking college, credits be sure to include that information. Under years attended put "currently attending" or "1991-present."*

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---

**MILITARY SERVICE RECORD**

Have you served in the armed forces? \_\_\_\_ Yes \_\_\_\_ No

If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ to \_\_\_\_\_ Rank at discharge \_\_\_\_\_

List duties including special training and duty station:

---

---

*In the section above, checking "NO" for the first question automatically voids the rest of the questions. You may wish to put a dash on the blank lines to avoid confusion.*

---

---

**REFERENCES**

Name/Occupation	Address	Phone Number
1.		
2.		
3.		

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*The first rule of references is to always ask permission to use a person as a reference **BEFORE** you give his/her name and address. You want to be sure to pick people that will have good things to say about you. As a young person, **DO NOT** use classmates and friends as references. An employer would rather see teachers, doctors, co-workers from management positions, professionals, or even neighbors as references. This is another section that might require you to give the information ahead on your help sheet. Your references should be people you have known and that have known you at the very minimum a year, and much preferably two years or longer.*

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**PRIOR WORK HISTORY** (List in reverse chronological order, last or present employer first)

<b>Dates From---To</b>	<b>Name/Address Of Employer</b>	<b>Supervisor's Name</b>	<b>Reason for Leaving</b>

Describe the work you did.

May we contact the employers listed above? \_\_\_\_\_

*On your work history section, follow directions carefully. Have the information ready beforehand. Most applications will ask you to list from your present or most recent employer and go backwards. Give clear acceptable reasons for leaving. If you do not give permission for employers to be contacted, be ready to explain honestly your reasons.*

*Generally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our company, use additional sheets to summarize any additional information necessary to describe your full qualifications.*

*The section above, although not found on every application, is often included and does make a big difference. Here you have an opportunity to give more personal information about why you're the best candidate for the job than was asked in the general application. Don't pass up this opportunity to push yourself. List your hobbies, skills, achievements, and outside interests. Make yourself sound as good as you are. Take your time and remember—the competition is not a race to finish the application—the competition is to make them want you via your application.*

*Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other consideration.*

**NOTE: It is permissible to include your resume when turning in an application.**

**PLEASE READ CAREFULLY****APPLICANTS CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

---

Signature of Applicant

***TELL THE TRUTH! If you lied about anything at all on the application, they now have just cause to fire you because you have signed this section of the application.***



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**MODULE 3C: STUDENT ACTIVITIES**

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***TO THE STUDENT:** Now it's your turn. The following four pages are an actual job application. Fill it out as if you were applying for a job. You may choose a hypothetical job at a hypothetical company that fits your interests. Then try the scholarship application that follows the job application.*

---

List your job and company that you would like to apply for here:

Job or  
Position: \_\_\_\_\_

COMPANY: \_\_\_\_\_

Take your time and do a good thorough job. When you are finished, look back at Bucky's application. List at least ten things that poor old Bucky did wrong.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

***Best of luck to you when you go to fill out a real application!!!***

---

## APPLICATION FOR EMPLOYMENT

(Please Print Plainly)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Present address: \_\_\_\_\_

Years lived at this address: \_\_\_\_\_ Telephone No.(\_\_\_\_\_)\_\_\_\_\_

Previous address: \_\_\_\_\_ How long: \_\_\_\_\_

If hired, what type of transportation will you use to get to work? \_\_\_\_\_

***DO NOT ANSWER ANY QUESTIONS CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION. A check indicates that the requested information is needed for a bonafide occupational qualification, or other legally permissible reasons.***

---

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, religion, or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the following types of discrimination.

How old are you? \_\_\_\_\_ Date of birth: \_\_\_\_\_

Sex: M \_\_\_ F \_\_\_ Height: \_\_\_ ft. \_\_\_ in. Weight: \_\_\_\_\_ lbs.

Marital Status: (Check One) Single \_\_\_ Engaged \_\_\_ Separated \_\_\_  
Divorced \_\_\_ Widowed \_\_\_

Number of dependents including yourself \_\_\_\_\_

Are you a U.S. citizen? \_\_\_\_\_

---

Position applied for: \_\_\_\_\_ Pay rate expected \$ \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Would you work \_\_\_\_\_ Full Time? \_\_\_\_\_ Part Time?

Days and hours if part time: \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

List any friends or relatives working for us:

---

What date would you be available to start? \_\_\_\_\_

List any other skills or qualifications you feel would especially qualify you for work with the company: \_\_\_\_\_

Do you have any physical defects which preclude you from performing certain kinds of work? \_\_\_\_\_ If yes, describe such defects and specific work limitations: \_\_\_\_\_

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses? \_\_\_\_\_ If yes, describe in full: \_\_\_\_\_

Person to be notified in case of accident or emergency

Phone number: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

### RECORD OF EDUCATION

Type of School	Name/Address	Years Attended	Year Left	Year Graduated	Major
Grammar/Grade					
High School					
College					
Post Graduate					
Business/Trade					
Other					

### MILITARY SERVICE RECORD

Have you served in the armed forces? \_\_\_\_ Yes \_\_\_\_ No

If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ to \_\_\_\_\_ Rank at discharge \_\_\_\_\_

List duties including special training and duty station:

---



---

### REFERENCES

Name/Occupation	Address	Phone Number
1.		
2.		
3.		

**PRIOR WORK HISTORY** (List in reverse chronological order, last or present employer first)

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving

Describe the work you did.

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving

Describe the work you did.

Dates From---To	Name/Address Of Employer	Supervisor's Name	Reason for Leaving

Describe the work you did.

---

May we contact the employers listed above? \_\_\_\_\_

---

*Generally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper position for you in our company, use additional sheets to summarize any additional information necessary to describe your full qualifications.*

---

*Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other consideration.*

**PLEASE READ CAREFULLY**

**APPLICANTS CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

\_\_\_\_\_  
Signature of Applicant

**DO NOT WRITE BELOW THIS LINE**

INTERVIEW? \_\_\_\_\_ YES \_\_\_\_\_ NO      DATE: \_\_\_\_\_

Result of interview: \_\_\_\_\_

Acceptable for employment? \_\_\_\_\_ Start Date \_\_\_\_\_ Start Rate \$ \_\_\_\_\_

## Pennsylvania Cooperative Education Association Scholarship Application

1. \_\_\_\_\_  
Student Last Name                      First Name                      Middle Initial
- \_\_\_\_\_
- Home Address                      City                      State/Zip
- \_\_\_\_\_
- Date of Birth                      Social Security Number                      -                      -                      \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name

2. \_\_\_\_\_  
Name of Present School                      Address of School
- \_\_\_\_\_
- Name of Teacher-Coordinator                      FAX                      Phone \_\_\_\_\_
- \_\_\_\_\_
- Chief School Administrator                      Title                      \_\_\_\_\_
- Phone                      \_\_\_\_\_
- FAX                      \_\_\_\_\_
- \_\_\_\_\_
- Address of Chief School Administrator

3. Name and address of institution (listed in order of preference) for which scholarship application is being made and the SCHOLARSHIP AREA for which you are applying. (See Directory).

- 1) \_\_\_\_\_  
Name of Institution
- \_\_\_\_\_
- Address of Institution
- \_\_\_\_\_
- Scholarship Area

- 2) \_\_\_\_\_  
Name of Institution
- \_\_\_\_\_  
Address of Institution
- \_\_\_\_\_  
Scholarship Area

---

**On additional sheets, answer the following questions and attach to this application:**

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4. List offices held, committees served, honors won, participation, and other activities in your **Career & Technical Student Organization** or **Co-op Student Organization**.
5. Explain your current involvement in any other youth, social, civil, school, or church groups.
6. Name the training station and address, or any type of job held while enrolled in Cooperative Education, Co-op Work Based Tech Prep, or Registered Apprentice Program.
7. Explain your career objectives and ambitions.
8. Explain how your School-To-Work Program (Co-op Education, or Co-op work-based Tech Prep, Registered Apprenticeship) has assisted you in progressing toward your career objective.

---

*If selected, I will assume any and all responsibilities for commuting to and from the designated school. I also certify that the information given on this application is correct to the best of my ability. Should I be awarded a scholarship, I agree to give strict attention to my studies and regulations of the school. (If I should fail to make satisfactory records in my course work, change my school affiliation, or willfully violate school regulations, I will lose all rights to ownership to the unused portion of the scholarship.)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (Optional over 18)

*The Pennsylvania Cooperative Education Association does not discriminate on the basis of sex, handicap, race, and national origin in its educational scholarship program or other activities as required by Title IX, Section 504, and Title VI. Upon selection of scholarship winner, all other personal records of applicants will be destroyed. If absenteeism is due to prolonged illness or accident, please include doctor's note stating specific dates and reason for absences.*

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**MODULE 3C: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania's Academic Standards for Career Education and Work****13.2.11. Career Acquisition (Getting a Job)**

- C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:
- Job application
  - Letter of appreciation following an interview
  - Letter of introduction
  - Postsecondary education/training applications
  - Request for letter of recommendation
  - Resume

**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.4.11. Types of Writing**

- D. Maintain a written record of activities, course work, experience, honors and interests.

**1.5.11. Quality of Writing**

- F. Edit writing using the conventions of language.
- Spell all words correctly.
  - Use capital letters correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).



Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Practice skills needed to be successful in a job interview.\*

### Objectives:

- A. Prepare for an interview.
- B. Demonstrate appropriate behavior during an interview.
- C. Demonstrate appropriate interview follow-up.
- D. Seek feedback on your interview skills

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### MODULE 3D: INFORMATION SHEET

*TO THE STUDENT: Read and study this information sheet and then complete the student activities at the end of this module.*

---

### Introduction

The interview is perhaps the most critical event of the job search process. Few people are hired without first being interviewed. Learning about the employer and understanding what an employer will look for in an applicant is an important basis for knowing how to respond in an interview. Understanding and identifying your key skills and being able to support them with examples are critical interview issues.

It is clear that the dynamics of an interview are complex. It is not simply a verbal exchange—though that is complex in itself. For example, while the telephone contact is primarily a verbal one, job interviews require control of many things other than the voice. Employers will not only hear the job seeker, they will also see, touch (a handshake), and smell them (perfume or aftershave). Physical appearance and grooming become major factors, as does the often mystical factor of body language.

This Module will cover the basics of the interview process. Because of the importance of the interview itself, you will role-play and practice interview skills. Good interviewing skills can be the difference between getting a job and not getting a job. You will learn basic interviewing skills including the importance of making a good first impression, answering problem questions, closing the interview effectively, and following up after the interview. You will also learn to analyze an interview question and to use a technique to answer the real concern of the employer.

*\* (Sections of this module come from CAPS Module #33, used with permission.)*

## Researching Potential Employers

Before interviewing for any job you will want to learn all you can about an employer. This shows that you are interested in a company and provides valuable information as to why you really want to work for a company. Your research can be conducted in a variety of ways. You will want to speak to current and former employees if at all possible. Using your personal network system you should be able to locate an individual willing to speak with you. You will also want to check the local Chamber of Commerce, Management Association or Career Link. Your local library is also a good resource. There you might find current news articles, company newsletters, trade and industrial magazines featuring the company and more. Don't forget to check the company's website if they have one. You are looking for:

- The size of the company
- Where the company is located
- If the company has multiple locations
- Products/services provided by the company
- If the company has downsized or reorganized lately
- If the company plans to grow
- Any information relating to the person scheduled to conduct your interview

## Conducting a Self-Evaluation

In addition to researching potential employers, individuals must also conduct a self-evaluation. You might ask yourself questions such as: What mistakes have I made and what did I learn? What personal accomplishments make me the most proud? Am I a competitive person? How do I best learn new things? How quickly do I adjust to a new environment? How well do I work with individuals of varying ages and backgrounds? What time management skills will I need to develop in order to be successful on the job? What activities might interfere with my work schedule? Do I have reliable transportation? What do I expect to learn/gain from the job for which I am applying? What skills do I need to learn to excel in my chosen career field?

You might also ask, "What personal characteristics do I possess that make me employable?" Consider these personal characteristics an employer looks for during an interview:

1. Enthusiasm and interest
2. Dedication and dependability
3. Alertness, quickness of mind
4. Honesty and integrity
5. Desire to work
6. Desire to help others
7. Desire to improve oneself

When conducting your self-evaluation, you should also consider your personal appearance and grooming habits. You will want to review the following guidelines for dressing for an interview and complete the appropriate personal grooming checklist.

Your teacher may also ask that you dress for an interview and participate in an interview

during a scheduled class. A rating sheet used to analyze your dress is also provided for that activity. You may want to look at that checklist while preparing for your interview.

### Guidelines for dressing for an interview:

*(NOTE: It is very important that the applicant make the best impression possible from the beginning of the interview. Most interviewers form an opinion within the first four to six minutes of the interview.)*

1. Dress to fit the job for which you are applying  
*(NOTE: Dress better for the interview than you normally would for a day on the job.)*
2. Coordinate clothing  
*(NOTE: Consider colors, patterns, fabrics, and suitable styles for your shape and body structure.)*
3. Be conservative  
*(NOTE: Avoid wearing high-fashion items, the newest fads and provocative items. Plan to remove jewelry highlighting excessive body piercing and to cover tattoos. Bear in mind that most employers are not teenagers and your typical dress may not be appropriate in the workplace)*  
*EXAMPLES: Wear simple jewelry, natural-looking makeup; avoid strong colognes or aftershaves; avoid wearing sunglasses during the interview.*
4. Be modest and well-groomed  
*EXAMPLES: Clean, simple styled hair, clean and neatly trimmed nails and facial hair, buttoned shirt/blouse; fashionable but modest skirt length; well-fitting clothes (not too tight); polished shoes.*

### The Interview Follow-up Letter

The final question and handshake is never the end to the interview process. You have one additional opportunity to convince the employer that you are the best candidate for the position and that is through a follow-up letter of thanks. It is always appropriate to send the interview team a follow-up letter. This letter, often referred to as a letter of thanks, is actually one more opportunity to summarize your qualifications. The first paragraph should tell the employer that you appreciated his/her time. You probably learned much about the company and employment opportunities during the interview. The second paragraph should focus on the key points you made during the interview. You might describe skills that you did not have the opportunity to discuss at the interview, elaborate on previous experience that has prepared you for this opportunity, or use anecdotes to emphasize your key points. You might highlight what you learned from the interview, why you are interested, and what excites you most about the job opportunity. The final paragraph should tell the employer that you are interested in the position, your willingness to accept the job if offered, and include your phone number.

It is important that you mail this follow-up thank you letter to the employer. Often, employers are swamped with voice mail and e-mail messages that demand immediate attention. There may be little or no time to react to your brief message. However, employers will notice a well composed follow-up letter that has been written and mailed within 24 hours of the interview. Select simple, professional paper and be sure to proofread!

### **Communicating with Your References**

In addition to thanking the employer for the interview you should communicate with the individuals serving as your references. Often, individuals become so enthusiastic about the interview process that they forget to communicate with these key individuals. It is a good idea to make your references aware of the scheduled interview. It is also important to contact your references following the interview. In discussing the interview with your references you are providing additional information and better preparing your reference for a call or letter from the potential employer. Discuss what went well with the interview as well as skills that you may not have clearly presented at the interview. This will allow your reference opportunity to develop some thoughts, which might more clearly emphasize your skills and potential. In addition, let your references know if you were offered and accepted the job. Building and maintaining positive relationships with your references is a communication skill you will want to master.

### **Requesting Feedback**

“I’m sorry to inform you that you have not been selected for the job.” It’s a brief phone call or letter that may leave you feeling devastated and inadequate in your job search.

You’ve been evaluating your interview skills throughout this module. You’ve assessed your grooming habits and your appearance. You’ve written responses to typical interview questions and participated in an interview, which your teacher and classmates scored. You’ve written a follow up letter and received a critique of your written communication skills. You’ve also shared thoughts you’d communicate with your references. That’s a lot of information, but you might try for just a bit more. Should you not be offered the job, consider asking the interviewer for additional feedback. Don’t get trapped into thinking that asking for criticism is a negative experience. You are seeking feedback, which will improve your job search skills. When speaking with the employer, you should convey your disappointment in not being offered the job and let the employer know that you would like to be a candidate should another position become available. Then, politely ask for any feedback that will improve your interview skills. Remember, feedback is a positive and don’t become defensive or argumentative. Ask just a few questions and keep the conversation short. Thank the interviewer for the feedback and remind him/her that should an additional position become available you would be interested.

Most employers will not provide the information that you are requesting because they fear discrimination claims and lawsuits. Many companies have clear policies about revealing such information, but this is one of those times that it doesn’t hurt to ask. Use any information you obtain to improve your interview skills.

**MODULE 3D: STUDENT ACTIVITIES**

TO THE STUDENT: After reading and studying the information sheet, complete the following activities.

**Activity 1: Personal Grooming checklist (Females)**

Directions: Rate yourself on the following items. Give yourself four (4) points for each "Always," two (2) points for each "Sometimes," and no (0) points for "Never." When you have completed the form, total the score and compare your rating with the rating scale provided.

	<u>Always</u>	<u>Sometimes</u>	<u>Never</u>
1. Do you wear clothes that are appropriate for the occasion?	_____	_____	_____
2. Are your clothes clean and pressed?	_____	_____	_____
3. Do you check garments for split seams, ripped hems, and loose buttons before wearing?	_____	_____	_____
4. Do you check your hose for snags and runs before wearing?	_____	_____	_____
5. Do you put on clean undergarments and hosiery each day?	_____	_____	_____
6. Do you keep your shoes brushed, polished, and in good repair?	_____	_____	_____
7. Is your hair neat and appropriately arranged?	_____	_____	_____
8. Do you wear a minimum of makeup that is in good taste?	_____	_____	_____
9. Do you brush your teeth at least twice a day?	_____	_____	_____
10. Are your fingernails clean and trimmed?	_____	_____	_____
11. Do you keep your body clean and use a deodorant daily?	_____	_____	_____

Total Points _____	RATING SCALE:	38-44	You meet business standards
		30-37	Employer may grudgingly tolerate you
		Below 30	Better get to work on your appearance!

**Activity 1: Personal Grooming checklist (males)**

**Directions:** Rate yourself on the following items. Give yourself four (4) points for each "Always," two (2) points for each "Sometimes," and no (0) points for "Never." When you have completed the form, total the score and compare your rating with the rating scale provided.

	<u>Always</u>	<u>Sometimes</u>	<u>Never</u>
1. Do you wear clothes that are appropriate for the occasion?	_____	_____	_____
2. Are your clothes clean and pressed?	_____	_____	_____
3. Do you wash your hair often enough to keep it clean?	_____	_____	_____
4. Do you put on clean socks and underwear daily?	_____	_____	_____
5. Are your shoes shined and in good repair?	_____	_____	_____
6. Is your hair trimmed and combed?	_____	_____	_____
7. Do you check your clothes for spots, missing buttons, or split seams before wearing?	_____	_____	_____
8. Do you brush your teeth at least twice a day?	_____	_____	_____
9. Are your fingernails clean and trimmed?	_____	_____	_____
10. Are you clean shaven?	_____	_____	_____
11. Do you keep your body clean and use a deodorant daily?	_____	_____	_____

---

Total Points \_\_\_\_\_ RATING SCALE: 38-44 You meet business standards  
 30-37 Employer may grudgingly tolerate you  
 Below 30 Better get to work on your appearance!

**Activity 2: Role Play a Job Interview**

You and another student should role-play this sample job interview. Please have your instructor watch your performance.

Recommended interviewing practices.

*(NOTE: Your behavior before, during and after your interview will strongly influence the impression that you make. The following practices will help you "sell yourself" during the interview.)*

1. Prepare for the interview by researching the company and practicing for the interview.
2. Arrive early for the interview (10-15 minutes).
3. Go to the interview alone unless otherwise requested.  
*(NOTE: Occasionally, you may be asked to bring your spouse.)*
4. Introduce yourself to the receptionist or secretary and the interviewer; state the purpose of your visit.
5. Greet by name the person who will interview you.  
*(NOTE: Be sure to pronounce the name correctly.)*
6. Shake hands if the interviewer extends the offer.  
*(NOTE: Make sure that your handshake is firm.)*
7. Sit down when the interviewer indicates that you should.
8. Sit quietly until the interviewer opens the interview. While waiting, you may want to observe things in the room that may help you find a common ground or develop rapport with interviewer.
9. Try not to show nervousness.  
*(NOTE: Keep hands clasped in lap, if necessary, to keep them motionless.)*
10. Maintain good posture. Leaning slightly forward shows interest.
11. Maintain eye contact with interviewer.
12. Listen carefully.  
*(NOTE: This will enable you to answer the questions directly.)*
13. Do not smoke or chew gum, even when invited to do so.
14. Show a real interest in the job for which you are interviewing.

15. Use good manners.  
(NOTE: Be courteous. Say "thank you" for services and attention given to you. Have a ready smile and a friendly attitude.)
16. Be brief, positive, and honest when answering questions.  
(NOTE: You should explain your answers fully. It is usually necessary to explain "yes" or "no" answers.)
17. Avoid using slang and offensive language.
18. Be ready to talk about individual work experiences and special skills.
19. Discuss positive aspects of self, not negative aspects of others or previous companies.
20. If you don't understand a question, it's OK to ask for clarification or to have the question rephrased.
21. Wait until the end of the interview to ask questions you have written down concerning the job.  
EXAMPLES: When you will be notified; whether you must return.
22. Politely thank the interviewer for his or her time and consideration.
23. Offer to provide the interviewer with any additional information.
24. Be ready to take a performance test.  
EXAMPLES: Writing, keyboarding, data entry.
25. Develop and use a pleasant speaking voice.
26. Follow-up interview with a letter thanking the interviewer for interviewing you.
27. Ask for a business card so you have the proper name and spelling for a thank you note.
27. Take extra copies of your resume to the interview.
28. Take your portfolio or samples of your work, if available.



**Interview Dialogue**

A = Applicant

I = Interviewer

- A (Enters room, pauses, smiles, and approaches Ms. Jones whose hand is extended. They shake hands.) Hello, Ms. Jones, I'm Joe Hunter and am applying for the job of meat wrapper, which you advertised in Friday's Daily Press.
- I Hello, Mr. Hunter. Won't you have a seat?
- A Thank you. I have a resume, which may be helpful to you. (Hands Ms. Jones the resume and sits down.)
- I This is a very well prepared data sheet. Well, Joe, tell me about yourself.
- A I'm a junior at Anytown High School where I'm enrolled in a career and technical food service program. I'm interested in working in a business like yours while going to school and when I graduate. My older brother works in a related business in Big City, and I think there are a lot of future opportunities in this field.
- I Joe, have you had any work experience or are you currently working anywhere?
- A Yes, I am working as a courtesy clerk for Mady's Meat Market. I am responsible for keeping the checkout area clean and well-stocked with sacks, as well as carrying groceries for the customers. I have also done odd jobs for my relatives and neighbors.
- I What do you think you have learned from your job at the meat market?
- A Probably the most important thing I have learned is how to deal with customers.
- I What kind of person is your employer and how do you get along?
- A My employer has several good qualities. He offers very good service to the customers, and we get along well.
- I Why do you want to leave?
- A I feel there would be more opportunity for me to develop the skills necessary to reach my occupational objective in a business such as yours.
- I How did you get the job at the meat market?
- A A friend of mine who used to work there recommended me as his replacement.
- I When would you be able to start and what hours could you work?
- A I could start as soon as I give my present employer two weeks notice. I will be able to work from 2:30 to 5:30 PM on weekdays and all day on weekends and holidays.

I Which school activities are you involved in this year?

A I am a member of the FCCLA, student council and chorus. I should know about any trips with these groups early enough to make arrangements with you and another employee so there will be no problems with missing work.

I Do you have any financial obligations, such as a car payment?

A No, Ms. Jones.

I Have you ever had any difficulty with the police other than a traffic violation?

A No.

I How much do you expect to earn?

A I understand from some of the other employees that a person may begin at the minimum wage and advance with time and experience.

I That's right. Here is a brochure explaining our pay scale and other benefits.

A Thank you.

I Thank you for talking to us. We will let you know about the job soon.

A (Stands) Thank you for your time, Ms. Jones. Have a good day. (Shakes hands and leaves.)

**Activity 3: Consider Job Interview Questions**

*Answer the following questions on a separate sheet of paper. The following are some questions that you might be asked when you are applying for various jobs. Keep this assignment sheet to review before going for an interview.*

Many interviews begin with the simple question, “Tell me about yourself.” This is your opportunity to help the interviewer to feel comfortable and confident that he/she has selected a good candidate for the position. Prepare your response to this question well in advance. Your response should be about 300 words in length and be delivered in 1 ½ to 2 minutes. Focus on a brief introduction, key accomplishments, strengths, skills, and how you see yourself fitting into the position for which you’ve applied. You might touch on how you became aware of the job and why you decided this job was a good match for your skills. Be sure that your response is delivered in a friendly, natural voice rather than a memorized speech.

**Introduction:**

1. Tell me about yourself.

**Background Information:**

2. Where do you go to school? When will you graduate?
3. What are some of your special abilities? What skills do you possess? What tools or equipment can you operate?
4. How would you rate your training for this job?
5. Do you think your extracurricular activities are well worth the time you devote to them?
6. What is your school attendance record?
7. Do you have any military obligations to fulfill?
8. For what other jobs have you applied?

**Personality:**

9. What personal characteristics do you think are needed to succeed in your vocation?
10. Do you like to work with other people or do you work best alone?
11. Does criticism disturb you? (This is often asked in a subtle manner. The employer wants to know if you can use criticism as a tool in correcting problems and meeting goals.)

**Self-motivation:**

12. What motivates you?
13. Give us an example of a project you finished under pressure.
14. Have you done the best school -work of which you are capable?
15. Do you require attention? (This is often asked in subtle manner. The employer wants to know if you can work without constant supervision and attention from others.)

**Leadership potential:**

16. What do you expect to be doing five or ten years from now? What is your chosen field of work?
17. How many people have you supervised at work or through organizations of which you are a member?
18. Define cooperation.

**Are you a fit for this job/company? Have you researched this company?**

19. Why did you leave your previous job?
20. May we write or call your last employer?
21. Would you be able to work all day Saturday and Sunday?
22. Would you be willing to locate?
23. What size city do you prefer?
24. How could you contribute to our organization? Why should we hire you?
25. At what salary do you expect to start?
26. How do you feel about working overtime?
27. What job with our company would you choose if you were entirely free to do so?
28. Would you be willing to submit to a drug test?

**Self-management:**

29. Do you (did you) earn any of your own expense money while in school?
30. What did you like least and what did you like best about your classes?
31. What books have you read lately? What are your favorite magazines?
32. Have you saved any money?

**Reflection/Evaluation skills:**

33. In what area do you need the most improvement?
34. If you could start school (or work) over again, what would you do differently?

**Listening and Research skills:**

35. Do you have any questions for me (us)?

You should be prepared to ask questions relating to the job and or company. Some typical questions include:

- What are the responsibilities of the job?
- Could you describe a typical day in this position?
- How would you describe the work environment? May I see the area where I will be working?
- How would you describe your management style?
- Would I be able to speak to the person who previously held this job?
- What training is offered?
- Are there opportunities for advancement?
- What educational opportunities exist?
- What type of equipment will I be using?
- What is the company dress code? Will I be required to wear any special clothing?
- What type of orientation will I receive?
- Will more orientation time be granted if I feel I need it?
- What are your expectations of new hires their first three months on the job?
- How do you motivate people?
- To whom will I be reporting?
- Will I work alone or with a group?
- What are the company goals for the next 5 years?
- What major challenges is this company facing?
- When will a hiring decision be made? Will I be contacted either way?

**Illegal questions:**

Questions that have little to do with how well you might perform on the job are illegal. Major companies are well aware of these questions and their illegal status, while many small business representatives are not. Illegal questions include your marital status, who lives with you, the house of worship you attend, how many children you have and what child care arrangements you've made, your nationality, race, sexual orientation, age, health, physical condition, medications/treatments that you are taking, what organizations you belong to, financial information, military service, and if you've ever been arrested. Employers may ask about convictions.

You must develop a plan for handling illegal questions. You may choose to answer them and provide answers to questions that won't hurt your employment chances. You may choose to side step some questions. For example, "Are you married?" might be answered by simply stating that "Marriage often tends to add stability to one's life." You may choose to simply not answer a question by remaining silent or say, "I'm not certain how that questions relates to my job performance. I am aware that I am not required to answer this type of question." The manner in which you deliver this message will set the tone for additional questions. If spoken matter-of-factly and in a non-offensive manner, your interview may continue in a positive fashion. If spoken with condensation your interview may abruptly conclude. You alone must decide how to handle these questions based on how much you want a particular job with this employer.

**Activity 4: Participate in a Job Interview**

Now that you are prepared for an interview, team up with another student in class. Assume the roles of interviewer and applicant and then switch so each of you gets to play both roles. Apply for the job you now have, for one you would like to have, or use the sample interview at the end of this assignment sheet. You may want to use the want ad in a local newspaper to find out what jobs are available. Let your other classmates evaluate your performance using the Job Interview Evaluation Form below and the Dressing For An Interview Form that follows. Videotape the practice sessions if possible.

**JOB INTERVIEW EVALUATION FORM**

<u>Preparing for the Interview</u>	Yes	No
1. Were you clean, well-groomed and neat?	_____	_____
2. Did you wear appropriate clothes and shoes for the type of job for which you were applying?	_____	_____
3. Did you take an ink pen and resume with the information you may need about social security number, references, addresses, dates employed, and dates attended school?	_____	_____
4. Did you go alone, not taking parents, children, spouse, or friends with you?	_____	_____
5. Were you on time for the interview?	_____	_____
6. Did you know the name and title of the interviewer?	_____	_____
7. Did you know pertinent facts about the company, such as name, kind of business, products and services, reasons you want to work there, how old the company is, and where the plants, offices, or stores are located?	_____	_____
8. Were you prepared with appropriate questions? <i>EXAMPLES: How many other people do this job?</i> <i>Who will be my supervisor?</i> <i>Are there job advancement opportunities?</i>	_____	_____
9. When you met the receptionist did you smile, introduce yourself, state that you have an appointment, follow the receptionist's instructions, and wait patiently?	_____	_____
10. Did you enter with poise and greet the interviewer by name?	_____	_____

11. Did you shake hands firmly if the interviewer offered his or her hand? \_\_\_\_\_
12. Did you introduce yourself and state the purpose of the call? \_\_\_\_\_
13. Did you seat yourself only at the interviewer's invitation? \_\_\_\_\_
14. Did you show signs of nervousness?  
(NOTE: If you do not know where to put your hands, leave them on your lap and keep them still.) \_\_\_\_\_
15. Did you not place personal things on interviewer's desk, smoke or chew gum? \_\_\_\_\_
16. Did you look alert, interested, and enthusiastic?  
(NOTE: Sit slightly forward in the chair to give an alert appearance.) \_\_\_\_\_
17. Were you confident and courteous? \_\_\_\_\_
18. Did you answer questions clearly and not interrupt? \_\_\_\_\_

#### **Anticipating Employer's Questions and Volunteering Proper Information**

19. Did you avoid giving all "yes" or "no" answers? \_\_\_\_\_
20. Did you avoid criticisms of former employers or competitors? \_\_\_\_\_
21. Did you avoid talking about personal problems?  
(NOTE: The interviewer must be interested more in what you can contribute to the business than what the business can do for you. Don't use a sob story about how desperate you are for a job.) \_\_\_\_\_
22. Did you show copies of your work if applicable? \_\_\_\_\_
23. Did you state that you are willing to start at the beginning salary? \_\_\_\_\_
24. Did you find a true, positive statement concerning your reasons for leaving previous jobs, even if you were fired?  
Examples:  
"I was laid off, but I learned from my mistakes."  
"I left because they did not need as many employees during the slow season."

25. Did you try to mention your best qualities in relation to something concrete? \_\_\_\_\_  
*Example: "I earned 75% of my expenses while going to school" is better than "I am a hard worker and want to get ahead."*
26. Did you give the lead back to the interviewer, if you found yourself talking too long, by saying "Perhaps you have some other questions to ask me?" \_\_\_\_\_
27. Were you prepared for personal questions about your home life and your parents' occupations? \_\_\_\_\_
28. Were you prepared to respond to questions concerning politics, religion or economics? \_\_\_\_\_
29. Did you answer questions about career objectives using specific terms about what you would like to do in the near future in that particular field without limiting your opportunities? \_\_\_\_\_  
*Example: A position in sales or training program that will eventually lead to a marketing or management position. No location preference.*
30. Did you look directly at the interviewer, smile, use correct English, and speak in clear, moderate tones? \_\_\_\_\_
31. Did you show an interest in the company and/or job by asking questions? \_\_\_\_\_
32. Did you really try to sell yourself?  
*(NOTE: Never refer to yourself as just average or fair. Always look for a positive response.)* \_\_\_\_\_
33. Did you give the interviewer the opportunity to mention salary and fringe benefits?  
*(NOTE It is usually not appropriate to ask about salary/benefits until you're actually offered the job.)* \_\_\_\_\_
34. Did you remind the interviewer of the conversation topic if interrupted by a telephone call? \_\_\_\_\_

### **Closing the Interview**

35. Did you watch for signs that the interview was over, such as the interviewer shuffling papers and moving around in a chair? \_\_\_\_\_



36. Did you ask, "May I say one thing more?" or "Would you be interested in..." if the interview seemed to be ending before all important selling points had been made? \_\_\_\_\_
37. Did you thank the interviewer for the time and leave promptly? \_\_\_\_\_
40. Did you write a follow-up letter, call or visit again to express interest in the job and appreciation for the opportunity to interview? \_\_\_\_\_

***(NOTE: Even if the interviewer does not offer the position, you should learn from every situation and try to improve your interviewing techniques.)***

### DRESSING FOR AN INTERVIEW FORM

*Directions: Your teacher will have told you to dress as if you were going to an interview today. Assume that you are the employer and that each of your classmates has come to apply for a job. As you evaluate each person, have him or her evaluate you. When you have finished, give each other the forms you filled out.*

Name of Applicant \_\_\_\_\_

Yes    No

#### Hair

Is hair clean?	_____	_____
Is it neatly combed?	_____	_____
Is it an appropriate length?	_____	_____
Is it an appropriate style?	_____	_____

#### Clothes

Are they clean and free of unpleasant odors, such as perspiration and cigarette smoke?	_____	_____
Are they appropriate?	_____	_____
Are they becoming?	_____	_____
Are they in good condition?	_____	_____
Are they free of wrinkles?	_____	_____

#### Shoes

Are they an appropriate color?	_____	_____
Are they an appropriate style?	_____	_____
Are they in good condition?	_____	_____
Are they clean, polished, or well shined?	_____	_____

#### Nails

Are they clean?	_____	_____
Are they in good condition?	_____	_____

#### Makeup (for girls only)

If she is wearing makeup, is the makeup applied in a becoming manner?	_____	_____
Is it conservative, or appropriate, for day wear?	_____	_____

#### Comments:

**Activity 5: Writing an Interview Letter of Thanks**

**Directions:** You just completed the interview for your dream job. The interview went well and you are confident that you are a good match for the position within this company. You have one more opportunity to convince the employer to hire you. Write a 3-5-paragraph letter of thanks, being certain to include an introduction and summary.

<u>Focus</u> Awareness of the main idea	<u>Content</u> Ideas are seen in facts, examples, opinions, and details	<u>Organization</u> Paragraphs and ideas are in order	<u>Style</u> The use of words and sentences create a tone or voice	<u>Conventions</u> Grammar, spelling and sentence formation.
4-Excellent focus and point made	4-Excellent use of content. Very specific.	4-Excellent. Organized and has transitions.	4-Excellent style. Wide use of words and tone.	4-Excellent use of grammar, spelling, and sentences. 0 errors.
3-Point is made about 1 topic with awareness	3-Developed content is good and provides details.	3-Arrangement of content shows logical order.	3-Generic use of many words and sentences.	3-Good use of grammar, spelling and sentences. 1-2 errors.
2-No point, but there are some central ideas.	2-Limited content with poor explanation.	2-Confusing format with no transition.	2-Limited word choice and poor tone/voice.	2-Grammar, spelling and sentences are very poorly done. 3-4 errors.
1-Poor. There is no clear topic	1-Poor. There is no content.	1-Poor. Lack of organization.	1-Poor. There is no sentence control.	1-Grammar, spelling and sentences are used incorrectly. More than 4 errors.

0 – Non-scorable projects are illegible, lack needed information and/or make no sense.

**Activity 6: Communicating with Your References**

**Directions:** You have just scheduled an interview for the job that you applied for recently.

Write a description of how you will contact the references you listed on your application and resume. What information might you provide for your references? (List a minimum of two items.) What information might you share with your references following a job interview? (List a minimum of three items)

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**MODULE 3D: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania's Academic Standards for Career Education and Work****13.2.11. Career Acquisition (Getting a Job)**

- A. Apply effective speaking and listening skills used in a job interview.
- C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:
  - Job application
  - Letter of appreciation following an interview
  - Letter of introduction
  - Postsecondary education/training applications
  - Request for letter of recommendation
  - Resume

**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.6.11 Speaking and Listening**

- E. Participate in small and large group discussions and presentations.
  - Initiate everyday conversation.
  - Participate in a formal interview (e.g., for a job, college)

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Create a Portfolio

### Objectives:

1. Explain what a portfolio is and what it is used for.
2. Determine what is in a good portfolio.
3. Make your own portfolio.

---

### MODULE 3E: INFORMATION SHEET

***TO THE STUDENT:** Read and study this information sheet and complete the activities at the end of this module.*

---

#### What is a Portfolio?

Portfolios help people portray their skills convincingly during an interview, employee evaluation, college admission process, or loan application. In the past, artists, actors, and designers have successfully used portfolios in their search for freelance assignments. Today the temporary nature of most positions forces everyone to re-examine how they view their career. In a sense, everyone works freelance and all can profit from using a portfolio.

The first step is to review your preconceived notions of portfolios. This process begins with three lists wherein you outline possible samples you might include in a professional, personal, and high school portfolio. Then, you are asked to choose one of the three lists to guide you in making your own portfolio. As you review the process, you'll have a better sense of what it takes to make one, the skills you might use, and the content that could prove meaningful.

#### The Personal Portfolio

This kind of portfolios is done “just for you”. It’s like a scrapbook of things that interest you. Perhaps a graduating student would want to create a “yearbook” type of portfolio to sum up the years of public school, an aspiring painter might like to collect photographs of favorite paintings and paint chips that show you which colors to mix.

## Your Professional Portfolio

A professional or expert portfolio might be used in the search for a new employer or customers. Professional portfolios need to be well designed, carefully planned, and presented in an organized and aesthetically pleasing fashion.

Suppose your supervisor called you in and asked that you bring a portfolio of your current work. What would you include? What would a professional portfolio for your job look like? Assume it would be reviewed by peers and supervisors. What would you want to include?

## High School Student Portfolio

The primary purpose of a student portfolio is to demonstrate what has been learned in a given class or across a certain part of your school career. Your portfolio might include samples of a process or procedure you have mastered, an effort you have made, or specific knowledge or skills you have acquired.

Some examples of what might be included in your portfolio are sports, music, hobbies, and computer work. Some of your best work might come from participation in church activities, scouts, or music groups. Some students demonstrate responsibility at home, pitching in or even playing the role of a surrogate parent, while others hold down part-time jobs.

## Designing your Portfolio

Your portfolio should include the following three elements:

1. Front Matter – includes an introduction and table, acknowledgement, and a table of contents. The table of contents must reflect some kind of organizational scheme. Many people simply organize items chronologically. Other will prefer to group the sample by type of skill or experience. Still others will organize items by common threads of experience or themes in their life. The introduction tells the reader something about the author and gives a brief overview highlighting for the reader the most important things to be found in the portfolio.
2. Middle Part – contains from 5 to 15 samples or artifacts. Each page should include a title, the actual sample or artifact, and some commentary or caption which gives additional detail. If you don't have room on each page for all of this, just put a title by each sample. Then place a title page and background or introductory material before each group of similar samples.
3. Back Matter – summarizes the portfolio experience. It often tells what you learned about yourself in the process of creating the portfolio. This piece is optional in professional portfolios.

Here is an example of what might be put into a portfolio of someone who does technical writing:

1. Cover Letter
2. Contents Page
3. Technical Writing Samples
4. Desktop Publishing Samples
5. Feature Articles That Were Written
6. Letters of Recommendation/References
7. Resume (Include an extra copy of a resume for the interviewer to keep.)

Think of the portfolio as a “selling tool.” It is to sell you and your skills so make it a marketing brochure about yourself.

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### MODULE 3E: STUDENT ACTIVITIES

***TO THE STUDENT:** Read and study the information sheet and complete the following activities.*

---

#### **Activity 1**

List seven to ten things that you might want to include in a portfolio.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



**Activity 2: Answer the following questions in complete sentences.**

1. What do you think is the value of making a portfolio?
  
  
  
  
  
  
  
  
  
  
2. Who might you share your portfolio with; who might be interested in seeing it?
  
  
  
  
  
  
  
  
  
  
3. Using the list of things to include on page 3, make an outline of what you might include in your portfolio.

**Activity 3**

Gather the information and put your portfolio in a binder.

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**MODULE 3E: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania's Academic Standards for Career Education and Work**

**13.2.11. Career Acquisition (Getting a Job)**

- D. Analyze, revise, and apply an individualized career portfolio to chosen career path.

**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)**

**1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.4.11. Types of Writing**

- D. Maintain a written record of activities, course work, experience, honors and interests.

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Evaluate how to look good on the job.

### Objectives:

- A. Explain how good grooming habits and clothes influence your appearance and the way others see you on-the-job.
- B. Describe the grooming habits you need to practice to stay neat and clean.
- C. Evaluate your wardrobe and make wise clothing selections for work.

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### MODULE 3F: INFORMATION SHEET

*TO THE STUDENT: Read the following information sheet and complete the activities at the end.*

---

#### Introduction

The best work environment is one in which employers and employees work together as a team, supporting, leading, and sharing goals. In such an environment, it's up to each person to meet his or her responsibilities and do a good job. Every employee on the team must help the employer sustain this spirit of cooperation and achievement. None of this is possible unless you cooperate with company standards of dress and appearance.

This module is about proper grooming and dress. If you are not properly groomed and appropriately dressed, you won't have good relations with your employer. If you don't have good relations with your employer, you won't be able to do good work, and you may lose your job.

#### The Problem and Its Consequences

Over the last decade or so, standards in dress and grooming have changed considerably. Jeans, athletic shoes, sweat suits, jogging suits and other casual clothes have become more acceptable for everyday wear. Both men's and women's business suits have become softer and less structured. In short, you have much more flexibility in choosing appropriate clothing for work.

But that doesn't mean all the rules have disappeared. Employers still expect their employees to come to work looking neat and well groomed. Your supervisor may allow some discretion on how you dress for work, but your clothes should still fit well and be neat, clean and professional looking.

People often make judgments about a company, store or restaurant on the basis of how employees look and what they wear. This doesn't mean that you need to look as if you stepped out of the pages of a magazine like *VOGUE* or *GENTLEMAN'S QUARTERLY*. It does mean that you need to be neat, clean, well groomed and appropriately dressed whenever you are on the job.

Have you ever been in a store--say a clothing store, for example--and noticed that all the employees looked messy? One salesperson's hair needed combing, another had spots on her blouse, and a third needed a haircut and shoeshine. What impression of the store did you have?

Or maybe you've been in a restaurant where everyone had stains on his or her uniform and dirty shoes. Some of the women have long hair, which always seems to end up in the soup bowl or clinging to the side of a glass. It makes you uncomfortable about eating there, doesn't it?

Or let's say you're working in an office at the reception desk. Customers come in and find you chewing away on your bubble gum, listening to loud rock music on the radio while you apply nail polish or style your hair. Customers or clients who enter the office may think, "These people are not serious about working. They're all **playing** on the job!"

The point is: it's the wrong image to project. People need to see a neat, clean, attractive person, whether that person is working at a counter, ringing up sales, stocking shelves, waiting tables or sitting behind a desk. Whatever your job, you **ARE** the company to the people who meet you. You're one of the deciding factors that influence them to come back--or not to come back.

Now let's replay all of those scenarios above. Imagine that you walk in a store and see that all the salespeople are neatly dressed in professional-looking outfits. The men are wearing jackets and ties; the women are wearing attractive dresses or suits, or perhaps pulled-together casual outfits. Everybody looks terrific! You want to look terrific too, so you stop to browse through the racks to see what the store is selling. The image of the store fits the product they're selling.

Or you step through the door of the restaurant and immediately see a well-dressed and well-groomed host/hostess. All the wait staff are wearing clean uniforms. Their hair is clean and neatly groomed. The persons cleaning the tables are wearing jeans and casual shirts, but they are clean and attractive. Don't you feel more like sitting down and enjoying a meal?

Finally, you step in that office and are greeted by a man or woman who is professionally dressed. The office is quiet. The receptionist is working at the desk and greets you pleasantly as you come in. Don't you feel more like doing business with this company?

Remember: when you look good, the whole company looks good. When you look bad, the company does too. It's a cooperative relationship, a team effort. The effect of the whole depends on all the parts being in place. You're a big part of that whole. You can help make or help break it!

### Causes of Improper Grooming and Dress

Different people neglect their dress and grooming for different reasons. Here are a few reasons that people give their employers for not being well groomed and appropriately dressed:

- I don't have time to pay attention to grooming and dress.
- I was running late.
- I got up too late to shower (shampoo my hair/iron my clothes).
- It's no big deal.
- It costs too much money.
- The shoe repair shop (cleaners) was closed yesterday.
- My brother/sister borrowed my clothes.
- The iron was broken.
- My blow dryer was broken.
- There wasn't enough hot water.
- I forgot to buy shoe polish.
- I have to do my own laundry and didn't get to the Laundromat.
- I just forgot.

While statements on this list may be explanations for not being well groomed and appropriately dressed, none of them are good **excuses**. Of course irons and blow dryers stop working sometimes. Dry cleaners and shoe repair shops do sometimes close inconveniently early. Brothers and sisters (and sometimes parents and friends) do borrow clothes, and everybody forgets the shoe polish or toothpaste at some time. But with enough forethought and planning, none of these events should affect your daily grooming routine.

You already know approximately how much time it takes to get dressed in the morning and get out your door. Take that figure and add 15 minutes to it. Those extra fifteen minutes will give you time to shine your shoes, iron and brush your clothes, and do the little extras that make a difference between being just "dressed" and being well-groomed and well-dressed.

If mornings aren't a good time for you, try doing most of your preparation the night before. Lay out the outfit you plan to wear, including the shoes and accessories--the right tie and belt if you're a man, jewelry and belt or scarf if you're a woman. Make sure all the buttons are on and there are no stains or spots on the clothing. Iron anything that needs ironing. Polish your shoes (and your bag or briefcase, if it's leather). The next morning, you'll just have to shower and shampoo your hair, shave

(or do makeup), dress in the clothing you laid out the night before, and you're out the door.

There's also a myth that looking good costs a great deal of money. It can, but it doesn't have to. Soap and shampoo are inexpensive, and so is deodorant. If you're trying to save money, buy in quantity and share with a friend. Or buy generic brands of toiletries like toothpaste, shaving cream or hand lotion. Check out discount stores. Watch for sales. It's not the cost of what you buy that matters, but the consistency with which you use it.

### **What It Means to be Well-groomed and Appropriately Dressed**

Being well groomed and appropriately dressed doesn't mean dressing in the height of fashion--being what some people call "a fashion plate" or what others, less kindly, call "a fashion victim." It DOES mean looking neat, clean and professional on the job at all times.

It doesn't even mean having the latest haircut or glamorous makeup and expensive manicure (for women). You may have a very simple, basic cut that you maintain and style yourself and it can look great (this goes for men as well as for women). It DOES mean having clean hair, clean, medium-length nails, a well-trimmed beard or mustache (if you're a man), and light, professional-looking makeup (if you're a woman).

The following set of checklists may help to get you started at good grooming and appropriate dress:

#### **GROOMING CHECKLIST**

- Hair clean and styled
- Haircut current (last 3-4 weeks for men, 4-6 weeks for women)
- Nails clean and manicured
- Hands clean and free of stains
- Teeth brushed
- Shower and deodorant

#### **CLOTHING CHECKLIST**

- Clothing ironed
- Stains or spots removed
- No visible underwear lines (for women)
- Buttons sewed on securely
- Belt loops, epaulets, etc. stitched down
- Hems in pants or skirts
- No holes or worn places, please!

**ACCESSORIES CHECKLIST**

- Shoes and other leather accessories polished
- Bag or briefcase cleaned out; zippers or locks checked
- Scarves or ties free of stains and wrinkles
- Jewelry polished
- Belt shined (if leather); buckles or snaps checked
- Tie-tack or clip not tarnished

These checklists aren't comprehensive, of course; there will be other items you need to fill in. But they form a basis for making your own lists. You may copy the lists and hang them inside your closet or bathroom. They might save you time as you decide what to wear to work the next day.

**Case Studies**

Here are a few stories to illustrate how people make excuses to avoid being well groomed and appropriately dressed on the job. You may recognize someone--including yourself.

**GRACIE THE GRUNGE**

Gracie is always on top of every fad. Whether it's micro-miniskirts, stirrup tights, the biker look, hip-hop or see-through clothes, Gracie always buys it and wears it.

This week, Gracie and her friends are all into "grunge." They wear two old thrift-shop flannel shirts together, one with the sleeves cut off, combat boots, long flowing see-through skirts, knit hats and vests, together with long 60s-style beaded necklaces and chiffon scarves. They don't style their hair, but let it flow naturally. Sometimes it just looks messy and unkempt, especially when it's dirty.

Gracie appears to listen to her manager at the upscale clothing store in the local mall when she stresses that she wants all her sales staff to dress professionally in order to convey the right image of the store. But Gracie keeps coming to work in her grunge look--thrift-shop flannel shirts and transparent skirts with slits up the side--always with the combat boots and heavy wool socks. The other women in their suits and dresses are just too boring for Gracie.

When Gracie's manager asked her to dress differently, Gracie wouldn't listen. "I've got to be ME!" she cried. "I can't just be like everyone else. I'm different. I'll show you!" Gracie is still wearing the grunge look, but not to work. Her manager fired her for refusing to follow the store's dress code. Now Gracie is free to wear her flannel shirts and combat boots wherever she wishes. She's also free to look for another job.

## JOHN AND HIS JEANS

John is a jeans person. Ever since he was in elementary school, John has worn jeans everywhere and to everything. He probably has twenty different pairs of jeans in his closet. He especially loves one pair, the ones with the knees ripped out. These are his favorites and he wears them wherever he goes.

John just began work on a new job. The first day at orientation, the training supervisor talked about the company's dress code. Male employees were encouraged to wear suits or sports jacket and tie for days when meetings with major clients are held. The rest of the time, jeans are permitted as long as they are clean and pressed and worn with dress or casual shirts, a belt and loafers instead of athletic shoes.

John bought a nice sports coat and several dress shirts but no new pants. He insisted on wearing his jeans. It was part of his image, he insisted. He was a "jeans person." When his supervisor asked him about it, John convinced her to let him go on wearing the jeans except for the days when there was a major client meeting.

But one weekend, John forgot to do laundry. He didn't get his dress pants back from the dry cleaners and he had only one pair of clean jeans--the ones with the knees ripped out. On Monday, John showed up for work in his old favorite jeans, a sweater, athletic shoes and casual socks.

You guessed it! John had forgotten to mark his calendar. That Monday was the day for an important meeting with clients. One of the clients happened to comment on John's casual dress to his supervisor. Now John is on probation for thirty days for a violation of the company dress code. John had taken his "jeans look" one step too far.

## MESSY MARIEL

Mariel looks messy. That's the bottom line. No matter what she wears, she is always a mess.

Mariel spends a great deal of money on clothes. She has some expensive outfits in her closet but they usually are missing a button or a belt loop, and none have been dry-cleaned recently.

Mariel rarely takes the time to coordinate clothing and accessories. She'll wear a casual summer straw bag with a wool sweater or heavy suede pumps with a light-colored summer dress. She wears brown hose with navy shoes and black tights with white summer shoes.

Mariel never pays much attention to grooming. Her nail polish is always chipped, her hair in need of washing or styling. She never has time to clean out her bag or briefcase. Her hose have runs in them and her jewelry needs polishing. She buys



makeup but then forgets to wear it. Or she wears it, but hasn't learned how to apply it. She looks overdone and clown-like: too much blush or eye shadow or too bright a shade of lipstick.

Mariel is good at her job. The other employees say that she's in line for a promotion. But her supervisor Paula thinks otherwise. "Not until she cleans up her act and learns how to dress," Paula says. "Mariel doesn't project the image we want our business to have."

### **Problem Prevention and Goal-Setting**

How can you avoid being sloppy and carelessly groomed and dressed? It's simple: by devoting some time and energy to your appearance. If you don't know how to dress properly, but you know someone who does, talk to that person and get some advice. You can talk to friends, family, or to your supervisor. In fact, your supervisor would probably be impressed with your desire to be well dressed and well groomed.

Gracie's problem isn't lack of time or creativity. Gracie spends lots of time and energy in coordinating her grunge outfits. She has a real eye for color and detail. But she's so insistent on being different and original that she refuses to see the larger picture. The clothing store where she works appeals to a wide variety of customers, not just people interested in a particular look. Gracie needs to reserve her grunge look for after-work hours and dress in a more acceptable way on the job.

John is another individualist who sees himself in one mold: as a "jeans person." John's whole self-image is tied up in his jeans. If John experimented with other ways to dress, he might discover other looks he likes. He might find that he can enjoy dressing one way on the job and still have his jeans for casual wear. Often people dress one way for work and another for play and enjoy the difference in the feel of the clothes. But John hasn't learned this yet.

Mariel has plenty of clothes, many of them expensive new outfits. But Mariel doesn't take care of her possessions. She doesn't repair her shoes or bags or take her clothes to the cleaners. Mariel needs to spend some time in basic maintenance work—getting a basic haircut, learning to apply her makeup in a professional way so that she doesn't look like a clown, sewing on buttons, finding hose that coordinate with her outfits. Then Mariel will look less messy. She might even get that promotion!

When you have a problem with grooming and proper dress, you need to set some goals that will enable you to overcome your problem. But first, you have to discover why you are having the problem with grooming and dress. You might begin by asking yourself, "What are the real causes for my appearance problems?" For example, some of the following might apply:

- My appearance isn't a top priority for me.
- I'm not really interested in the job.

- I don't like the way people on the job dress.
- I want to hang on to my own style and image.
- I can't seem to get organized in the mornings.
- I can't afford the clothes I really want, so I'd rather buy nothing.
- I don't have time to get a haircut.
- I live too far from the cleaners.

As you set your goals, try to be honest in your assessment of the real reason why you're having trouble with certain things. Then set goals that specifically address those issues. Include a strategy for meeting the goal. For example, if you don't have time to get a haircut or take clothes to the cleaners, make up a weekly schedule and write in times to do those things. If you are still having problems with the issue, talk to a friend who doesn't have these problems. She or he can help you work through a solution.

## MODULE 3F: STUDENT ACTIVITIES

**TO THE STUDENT:** Read the information sheet and complete the student activities below.

**Activity 1:** Answer the following questions in complete sentences.

1. Why is it so important to be well groomed and well dressed on your job?
2. What areas of your grooming or dress does your employer object to?
3. Select five causes of not being well groomed/dressed from the list and write a possible solution for each. (For example: "the dry cleaners was closed" could be: "I will find a dry cleaners that opens earlier or stays open later").
4. Some people show up at work badly groomed or sloppily dressed because they really don't like the job or don't want to be working at all. What should a person do if this is the problem?

5. Employees who are carelessly groomed and dressed reflect badly on a company. How might a supervisor or manager feel about this?
6. Write two goals that would help Gracie on her job.
7. John has at least two problems with his job. What are they?
8. Do you think Mariel's messy look is a problem of personal organization? How could you help her become more organized?
9. Would you hire someone who dresses like you? If so, why? If not, why not?
10. If you were an employer, what goals would you suggest to someone like yourself?

**Activity 2: Check Your Grooming Habits**

Place a check in the column that best describes your grooming habits.

	ALWAYS	USUALLY	SOMETIMES	NEVER
Do you keep your hair neat and clean?				
Do you shower/bathe daily?				
Do you use deodorant or antiperspirant daily?				
Are your nails clean and well manicured?				
Do you brush and floss your teeth regularly?				
If you wear makeup, is it applied lightly for a natural look?				
If you wear fragrance, is it light and pleasant?				
Do you wear appropriate clothing to work?				
If you wear jewelry, does it accent your clothing?				
Do your accessories and clothing coordinate?				
Does your clothing fit properly?				
Do you wear clean clothing?				
Is your clothing free from wrinkles?				
Are your shoes clean or shined?				

What can you do to improve your grooming habits?

**Activity 3: Appropriate Clothes for the Job**

1. What kind of clothes would be most appropriate if you worked...

- in a bakery? \_\_\_\_\_
- as a carpenter's assistant? \_\_\_\_\_
- in a child care center? \_\_\_\_\_
- as a receptionist in an office? \_\_\_\_\_
- as a service station mechanic? \_\_\_\_\_
- as a medical technician? \_\_\_\_\_

2. What are you required to wear for your own job?

\_\_\_\_\_

3. List two occupations requiring a uniform.

\_\_\_\_\_

4. List two occupations for which your school clothes would be suitable.

\_\_\_\_\_

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**MODULE 3F: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania’s Academic Standards for Career Education and Work**

**13.3.11. Career Retention and Advancement**

- A. Evaluate personal attitudes and work habits that support career retention and advancement.

**Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)**

**1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Identify state and private employment services.

### Objectives:

- List sources of job openings.
- Utilize the service of a state employment agency.
- Utilize the service of a private employment agency.

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### MODULE 3G: INFORMATION SHEET

*TO THE STUDENT: Read the following information sheet and complete the activities at the end.*

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#### **Introduction**

Once you know what kind of job you want, you are ready for the job hunt. The challenge then is finding a job that will fit your career plans. Finding your first job can be both a rewarding and frustrating experience. Half the battle of job hunting is finding job openings. The other half is getting interviews with employers.

To be successful on the job hunt, you need to have a plan. First, list all the companies where you would like to work. Second, prepare a resume summarizing your education, work experience, and other qualifications for the job you want. Finally, contact the person in each company who has the responsibility to hire you.

#### **The Problem**

Job-hunting takes work. Job openings won't wait for you; you must find them. To find available jobs, locate employers who are looking for a worker with your qualifications. How do you find these employers? You can find them through a variety of sources. Some excellent sources of job leads include the following:

- Networking with friends, relatives, school and business contacts
- School placement services
- Direct employer contact (cold-calling)
- Want ads in newspapers, professional journals, and trade magazines



- Trade and professional associations
- Yellow pages of telephone directory, industrial directories, and Chamber of Commerce lists
- Career/Job Fairs
- Internships and Job Shadows
- Internet
- Industrial and craft unions

This module will explore finding jobs through *state and private employment agencies*.

Try using most or all these sources in your job-hunt. The more sources you use, the more job openings you will likely find. Then, you'll have a better chance of finding a job you really like instead of taking the first job that becomes available.

## The Solution

### Government Employment Services

State employment offices are located in most large cities and towns. These offices are available to help jobseekers find job openings within and outside government. The offices may have different names in different states. To locate the nearest state employment office, look in your local telephone directory under the name of your state. For example, in Chicago, the state employment office is listed under *Illinois (state of), Employment Service*.

To use this free job service, you must fill out an application at a state employment office. An employment counselor will interview you to determine your skills and interests. If a job becomes available for which you qualify, the office will arrange an interview for you. Keep in mind, however, only a small percentage of job seekers find a job through state employment services. Therefore, register for work at a state office, but use other job sources to find job leads.

Many cities have federally mandated career centers as part of America's One-Stop Career Center System. These One-Stop Career Centers coordinate local, state, and national resources to provide a wide range of employment, education, and training services. These include employment counseling and assessment, information on job trends, and assistance in filing unemployment insurance. The centers also help individuals find job training and government funds to help pay training costs.

Different names are used for the centers in different states. You can find the center nearest you by contacting your state employment office and asking for the location of the closest One-Stop Career Center. You can also learn more about the career center system by checking the U.S. Department of Labor Employment and Training Administration online at (<http://www.doleta.gov>). Through these career centers, the following resources are available free to jobseekers:

- America's Job Bank – is the largest listing of U.S. jobs. It's a database of job listings from the Department of Labor in partnership with state-operated public employment services. Job seekers can search for specific jobs, related jobs within career clusters, and job openings by geographic areas. Job seekers can also enter their resumes and cover letters at the AJB site, create job searches, and save searches for future use. The job postings represent all types of work, from entry-level to technical to professional positions.
- America's Talent Bank – (<http://www.doleta.gov/almis/atbnew1.htm>) - is an electronic resume system. It has its own Internet site that can also be accessed through America's Job Bank. Job seekers enter their resumes into the national network, which is then searched by employers. You can also use this site to learn how to write a good resume, prepare for a job interview, research companies, and conduct Internet job searches.
- America's Career InfoNet - explores the outlook and trends for all types of careers. It's another resource that can assist job searches and increase your overall understanding of the job market. This source includes state-level employment projections as well as the state and local wage information.

### Private Employment Agencies

Private employment agencies are in the business of helping employers locate workers and job seekers locate jobs. To stay in business, agencies must charge fees for their services. They either charge the job seeker or the employer. For most entry-level jobs, the job seeker can expect to pay the fee. For most high paying professional jobs, the employer usually pays the fee. When employment agencies advertise job openings in the want ads, they usually state, "Fee paid" if the employer is paying the fee.

If you apply to a private agency, you may be asked to sign a contract concerning the payment of fees. Be sure to read and understand all conditions of any contract before signing it. Make sure you know exactly what you're agreeing to pay if you take a job the agency locates for you. The fees charged by private employment agencies vary. Some are only as much as the applicant earns in 1 week on the new job. Others are thousands of dollars.

Before registering with a private agency, ask your school coordinator or counselor if any particular agency is recommended. Some agencies specialize in placing people in certain jobs, such as office, technical, or sales jobs.

Only a small percentage of job hunters find jobs through private agencies. You should, therefore, spend more time utilizing other job-seeking options. However, obtaining a short-term assignment through a temporary agency can give you and a company the chance to check each other out.

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## MODULE 3G: STUDENT ACTIVITIES

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TO THE STUDENT: Read the information sheet above and complete the following activities.

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**Activity 1: Online**

1. Go to the Lehigh Valley, PA Online website – [www.lehighvalleyonline.com](http://www.lehighvalleyonline.com).
2. Click on JOBS IN THE LEHIGH VALLEY.
3. Click on BUREAU OF STATE EMPLOYMENT.
4. Under JOB OPPORTUNITIES, click BUREAU OF STATE EMPLOYMENT again.
5. Click on APPLY NOW.
6. Download an application.
7. What types of information is required to apply for state jobs?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Click BACK to the previous screen.
9. Under JOB OPPORTUNITIES, click CIVIL SERVICE COMMISSION.
10. Click JOB OPPORTUNITIES again.

11. List 4 Civil Service Job Clusters.  
\_\_\_\_\_  
\_\_\_\_\_

12. Click on 1 JOB TITLE and answer the following:

- What is the Job Title? \_\_\_\_\_
- What is the Job Code? \_\_\_\_\_

- What is the starting salary range for your region? \_\_\_\_\_
- What are the 6 areas of information provided by the Civil Service Commission about this particular job?

_____	_____
_____	_____
_____	_____

13. Click BACK to previous screen until you get to the LEHIGH VALLEY EMPLOYMENT screen.

14. Click on LEHIGH VALLEY AT WORK and answer the following:

- What 6 ways can you search for jobs on this website?

_____	_____
_____	_____
_____	_____

15. Click BACK to previous screen until you get to LEHIGH VALLEY EMPLOYMENT again.

16. Click on AARON RESOURCES, INC. What kind of service does this company provide?

---

---

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17. Click on ONLINE APPLICATION. Print this and complete it. Hand this is in with this packet.

18. Click BACK to the previous screen.

19. Click SEE WHAT OTHERS ARE ASKING and answer the following:

- How do you get paid?

---

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- What types of placements are available?

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- List 2 types of positions Aaron places people in:

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---

- List 2 types of companies Aaron services:

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- Briefly list how this type of employment agency works:

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20. You are done at this website. Now go to the US Dept. of Labor Employment and Training Administration website [www.doleta.gov](http://www.doleta.gov) to locate the nearest One-Stop Career Center to you.

21. Click on STATE ONE-STOP WEB SITES.
22. Click on AMERICA’S SERVICE LOCATOR
23. Click on the link <http://www.servicelocator.org>
24. Enter your ZIP CODE or CITY and STATE.
25. Enter a MILEAGE preference.
26. Select service FOR YOUTH – FINDING WORK.
27. You will now see a listing of the nearest One-Stop Career Centers. Click on one and answer the following:

- What is the name of the center? \_\_\_\_\_
- What is its address and phone? \_\_\_\_\_
- What is its website? \_\_\_\_\_
- What site resources does it have?

_____	_____
_____	_____
_____	_____
_____	_____

- List 4 services they provide under Youth Services:

_____	_____
_____	_____

28. Did you find any of the above websites useful? Why or why not?

_____
_____
_____

### **Activity 2:**

Contact one local, private employment agency other than Aaron Resources, Inc.  
Inquire as to the following:

1. What is their area of specialization? \_\_\_\_\_

2. How do they charge fees?

_____
_____
_____

3. What's involved with signing a contract?

_____
_____
_____

4. What is their success rate? \_\_\_\_\_

5. How long have they been in business? \_\_\_\_\_

6. What types of companies do they service?

\_\_\_\_\_



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**MODULE 3G: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania’s Academic Standards for Career Education and Work**

**13.2.11. Career Acquisition (Getting a Job)**

B. Apply research skills in searching for a job.

- CareerLinks
- Internet (i.e. O-NET)
- Networking
- Newspapers
- Professional associations
- Resource books (i.e. Occupational Outlook Handbook, PA Career Guide)

**Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)**

**1.1.11. Learning to Read Independently**

E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Prepare for pre-employment drug screening, assessment and skills tests

### Objectives:

- A. Understand the process of drug screening.
- B. Understand the process of pre-employment tests.
- C. List ways to prepare for the pre-employment test.

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### MODULE 3H: INFORMATION SHEET

*TO THE STUDENT: Read and study this information sheet and complete the activities at the end.*

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#### Pre-Employment Tests

A pre-employment test is a paper-and-pencil test or performance test administered by an employer as part of the job application process. For almost all state and federal government jobs, applicants must take one or more pre-employment tests.

One type of test is the civil service test. This test is administered to a job applicant seeking a government job. The intent of civil service testing is to promote fairness in employment. Job applicants with the highest civil service test scores are given preference in hiring.

Non-government (private) employers may also administer pre-employment test. Large employers often give them as part of the job application process. For entry-level jobs with the government or private employers, the most common types of tests are general ability test and performance tests.

#### General Ability Tests

A general ability test measures basic learning skills such as reading, spelling, vocabulary, and arithmetic. These written tests are similar to the types of tests that you have taken throughout your school years.

## Performance Tests

In a performance test, you are asked to demonstrate skills needed for a specific occupation. Some performance tests are paper-and-pencil tests. An example would be a clerical skill test that requires you to proofread a business letter for possible errors.

Many performance tests are hands-on tests. They require you to use actual tools or machines. Suppose you are applying for a job as a data processing operator. Before being considered, you might be tested on a computer. By testing your skills now, employers avoid possible surprises later.

## Taking a Test

You should not let the thought of taking a pre-employment test scare you away from a possible job. You will do better on the test if you do not spend time worrying about it.

Almost everyone experiences some test anxiety. You may be surprised to learn that mild test anxiety can be good. Studies have shown that mild stress actually improves the performance of athletes, entertainers, public speakers, and yes test-takers. Stress can sharpen your attention, keep you alert, and give you greater energy.

Most tests don't require any advanced preparation. If you haven't used your skills for a while, you may want to do some practicing before you take a performance test. The best preparation, though, is probably to prepare you mentally and physically to take the test. Be positive. Think of the test as a chance to show what you know and can do. During the days before the test, try to exercise, relax, eat well, and get plenty of sleep.

Many tests have time limits. You will be told how much time you have. Listen carefully to the instructions you receive. If you do not understand what you are expected to do, be sure to ask questions before the test begins.

After you start the test, work steadily and carefully. Do not spend too much time on any one question. If math is required, double-check each answer. If you finish ahead of time, use the remaining time to go back and complete unanswered questions or recheck answers.

Once the test is over, do not worry about it. Employers do not expect perfection. They just want some idea of whether or not you can do the work. Do not leave until you know what the next step will be. Ask when and how you will be told the test results. Some employers will hold an interview immediately after a pre-employment test. The test may even be scored at that time. Other employers will

invite applicants back after they have examined the job application and the test results. Regardless of the procedure, if your test scores are good, you probably will get a job interview.

### **Lie Detector and Honesty Tests**

If you apply for a job in which money, merchandise, or drugs are handled, you may have to take an “honesty test.” One type is a polygraph, or lie detector test. A polygraph is an electronic machine that is connected to the body of a subject. The person is asked a series of questions, while the machine records electronic impulses and other data on a graph. If the person tells a lie, the device supposedly detects slight changes in the person’s breathing rate, pulse, blood pressure, or perspiration.

Many experts in the field question the accuracy of polygraph tests. As a result, Congress passed a law in 1988 to restrict the use of such tests. The law prohibits polygraph tests for screening job applicants. An exception is for those seeking jobs in government, as security guards, or handling narcotics. The law also curtails the use of polygraphs for workers already on the job. Managers cannot ask employees to take the test unless there is a “reasonable suspicion that they have committed a crime.” Even then, the test is voluntary. An employee cannot be fired for refusing to take the test.

### **Drug Testing**

Many companies require drug tests to be taken before any extension of employment is given. The purpose of such tests is to identify employees who use illegal or illicit drugs, such as marijuana and cocaine. Not only is the use of such drugs illegal and dangerous, but the drugs have also been linked to accidents, absenteeism, and low productivity. For example, in a train crash that killed 16 passengers and injured 176 others, the engineer had been smoking marijuana.

To identify drug users, employers often require each employee to submit a urine or hair sample for analysis. The urinalysis can detect traces of cocaine up to two days after the drug was taken. Marijuana can show up in the urine for several weeks after use. Hair analysis can detect drug use for approximately the previous 90 days.

Currently, a majority of the nation’s 500 largest corporations have drug-testing programs. Testing may be required for job applicants, employed workers, or both. Some employers test workers for “cause”; for instance, if they notice a worker is not performing well. Others test randomly, without announcement and without even suspecting wrongdoing.

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**MODULE 3H: STUDENT ACTIVITIES**

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*TO THE STUDENT: Read and study the above information sheet and complete the following activities.*

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**Answer the following questions:**

1. A pre-employment test that is administered to a job applicant seeking a government job is called:
2. A paper-and-pencil test or performance exercise administered by an employer as part of the job application process is called:
3. Suppose you wanted to apply for a job that required you to have an average score of 70 on four pre-employment tests. You scored 60, 72, 69, and 75 on the four tests.

What is the average of the four test scores?

Did you meet the requirement for the job?

4. Name three jobs you think should require lie detector or honesty tests.
5. Would you apply for a job that required a lie detector or honesty test?
6. What do you think about the practice of requiring a lie detector test as part of the job application process? Write a paragraph discussing both your and the employer's point of view.
7. What job do you think should require candidates to be screened for drug use? Why?

8. If you were an employer, would you require drug testing of your employers? Why or why not?

9. Log onto <http://sites.state.pa.us/patp/pat03.htm> and find out information about taking civil service test for the state of PA. List 3 jobs that are available and the dates and times that the tests are being given.

Job 1:

Job 2:

Job 3:

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**MODULE 3H: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.5.11. Quality of Writing**

- A. Write with a sharp, distinct focus.
- Identify topic, task and audience.
  - Establish and maintain a single point of view.
- B. Write using well-developed content appropriate for the topic.
- Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- D. Edit writing using the conventions of language.
- Spell all words correctly.
  - Use capital letters correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).