

Learning for Earning

Your Route to Success

Sixth Edition



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PowerPoint Presentations for

Learning for Earning

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The Goodheart-Willcox Co., Inc.
Tinley Park, Illinois

CHAPTER

11

Job Search Skills



Chapter Objectives

After studying this chapter, you will be able to

- use want ads, the Internet, and other job search tools.
- prepare a personalized résumé and list of references.
- develop a list of potential employers.
- complete a job application form.



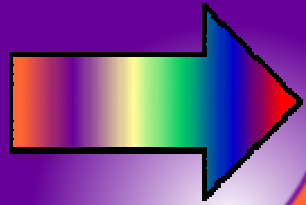
Key Terms

- want ads
- open ad
- closed ad
- networking
- private employment agency
- public employment service
- electronic bulletin boards
- résumé
- references
- portfolio
- job application form



Sources of Information About Jobs

- To find a job, use as many information sources as possible:
 - want ads
 - networking
 - Internet
 - employment agencies
 - the Yellow Pages
 - community bulletin boards
 - electronic bulletin boards



In Your Opinion?



- ❖ *Which job sources are checked most often by the people you know?*
- ❖ *Which sources are rarely checked?*



Want Ads

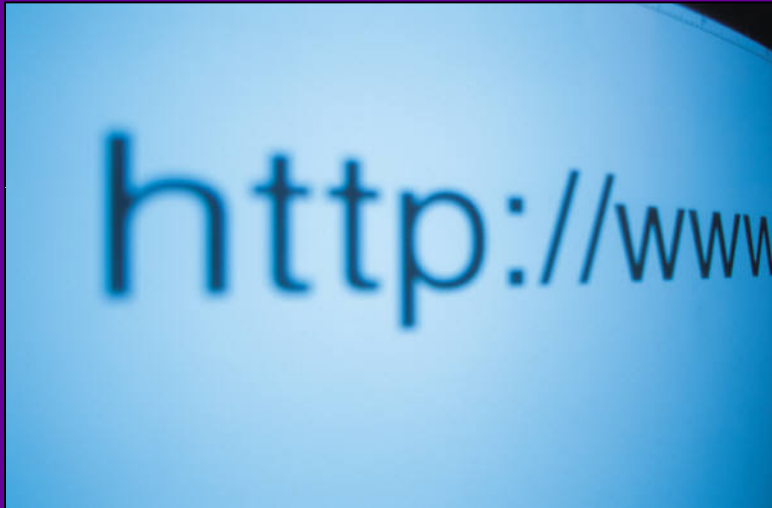
- Want ads announce job openings.
- ***Want ads*** – A source of information about available jobs, found in the classified section of the newspaper.
- ***Open ad*** – A classified ad providing specific information about a job.
- ***Closed ad*** – A classified ad giving general information about a job.



Networking

- ***Networking*** – Checking with family, friends, and other people you know to find out about job openings.
- Ask friends or family members if their employers are hiring.
- Ask if they know of someone who works for a company that is looking for help.

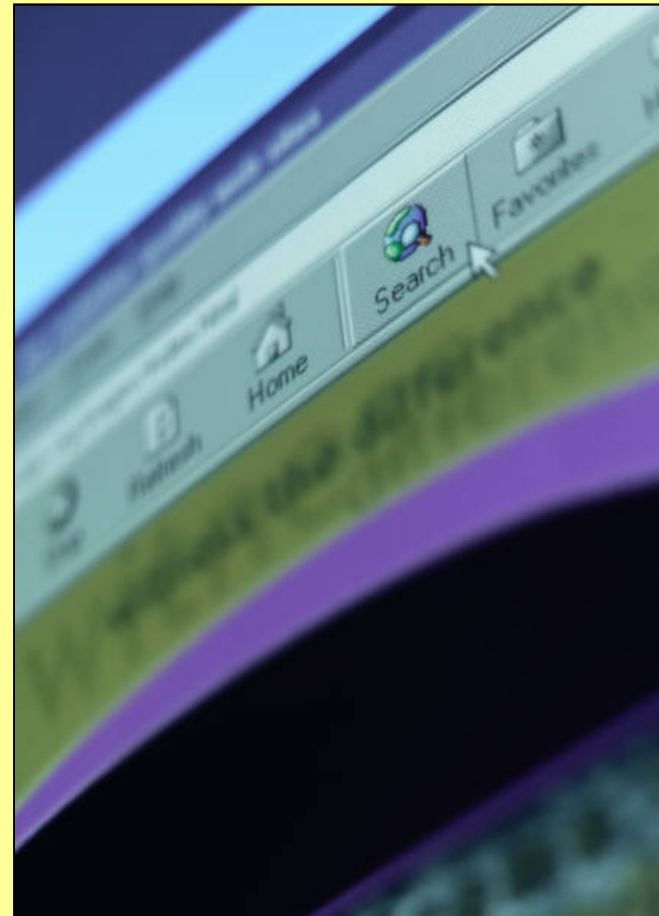
Internet



- The Internet provides information on jobs in your area and across the country.
- You can post your résumé on job-search bulletin boards.

Internet

- Organize your search so you will only receive information on jobs that interest you.
- Guard your privacy by not revealing your home address or that of your current employer.



Employment Agencies

- Two types of agencies help people find jobs.
- ***Private employment agency*** – A business that helps people find jobs for a fee.
- Some agencies charge the applicant; others charge the employer.



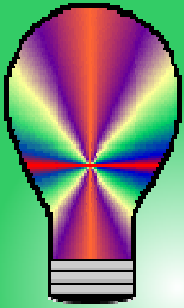
Employment Agencies

- ***Public employment service*** – A government-supported group that helps people find jobs free of charge.
- Office locations appear in the phone directory under “state government” listings. Look for headings titled *Job Service* or *Employment*.



The Yellow Pages

- This part of the telephone directory provides information about businesses in your community.
- It can help you select employers based on areas of interest.
- Companies are listed alphabetically under each topic of interest.



Think About It

- ❖ *What types of companies do you think you will find when looking in the Yellow Pages?*





Community Bulletin Boards

- These are often found in supermarkets, drugstores, and bus stations.
- They are used by employers wanting to hire and people looking for work.
- ❖ *In what public spaces have you seen jobs posted?*



Electronic Bulletin Boards

- ***Electronic bulletin boards*** – These allow you to post and read messages on the computer, acting as a media for the exchange of information among large groups of people, combining the features of electronic mail with private computer conferencing.



Résumés

- ***Résumé*** – A formal written summary of a person's education, work experience, and other qualifications for a job.
- It contains up-to-date facts about you that are important to the job you seek.
- Having it neat and organized presents a good impression to employers.



Did You Know?

- ❖ *Getting a job is very competitive and may involve some disappointments.*
- ❖ *About 1.5 million job seekers are young people looking for their first job.*





Preparing Your Résumé

- A résumé includes these items:
 - name
 - address
 - telephone number and/or cell phone number
 - e-mail address
 - career or employment objective
 - current and past employers and employment dates

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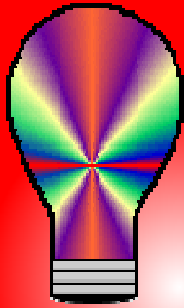
Preparing Your Résumé

- schools attended, attendance dates, courses of study, activities, and honors
- special skills
- the availability of references



Electronic Résumés

- Electronic résumés involve a different style that uses less formatting and follows certain rules:
 - Use an 11-point, standard-width typeface.
 - Make sure no line exceeds 65 characters.
 - Include every keyword that applies to you.
 - Never e-mail an attachment.
 - Conclude the message by stating that a fully formatted hard copy is available.



Think About It

- Students need three forms of résumés.
- The *traditional form* is mailed in response to newspaper ads and taken to interviews.

JOYCE Q. HENRY

123 South River Street
Trenton, NJ 07864
609-555-1141

jqhenry@serviceprovider.com

JOB OBJECTIVE

Administrative Assistant

EMPLOYMENT

- J.D. Van Duran, Inc.
13 West End Avenue
Trenton, NJ 07864

Retail Sales Person: Assisted customers with selections; straightened merchandise displays; processed returns; closed sales.

2/20XX to present:

- Speedy Serve
Route #31
Trenton, NJ 07864

Counter help: Filled customer orders; cleared tables; cashier.
11/20XX to 2/20XX

EDUCATION

- Trenton High School
Chambers Street
Trenton, NJ 07864
Graduated June, 20XX
- Junior High School No. 2
Olden Avenue
Trenton, NJ 07864
Graduated June 20XX

Major: Office Occupations Program, including classes in Microsoft Office, WordPerfect, Microsoft Word, Excel, and PowerPoint

Major: General Studies

ACTIVITIES AND HONORS

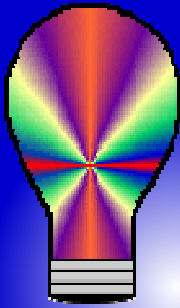
- President, Business Professionals of America local chapter—20XX
- Vice President, Student Council—20XX
- Member, Ski Club
- Member, Mercer County 4-H Club

SPECIAL SKILLS

- Keyboarding, word processing, microcomputer applications, and business mathematics
- Fluent in Spanish

REFERENCES

- Available on request



Think About It

- The second résumé form, the *electronic form*, is sent to potential employers through the Internet.

Sample Electronic Résumé

JOYCE Q. HENRY
123 South River Street
Trenton, NJ 07864
609-555-1141
jqhenry@serviceprovider.com

JOB OBJECTIVE
Administrative Assistant

EMPLOYMENT
*Retail Sales Person: Assisted customers with selections; straightened merchandise displays; processed returns; closed sales. 2/20XX—present
J.B. Van Baran, Inc.
13 West End Avenue, Trenton, NJ 07864

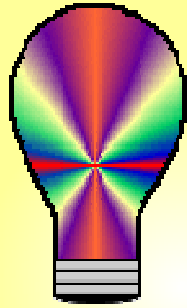
*Counter Help: Filled customer orders; cleared tables; cashier.
11/20XX to 2/20XX
Speedy Serve
Route #31, Trenton, NJ 07864

EDUCATION
*Trenton High School, graduated June, 20XX
Chambers Street, Trenton, NJ 07864
*Major: Office Occupations Program, including classes in Microsoft Office, WordPerfect, Microsoft Word, Excel, and PowerPoint
*Junior High School No.2, graduated June, 20XX
Olden Avenue, Trenton, NJ 07864
Major: General Studies

ACTIVITIES AND HONORS
President, Business Professionals of America local chapter—20XX
Vice President, Student Council—20XX
Member, Ski Club
Member, Mercer County 4-H Club

SPECIAL SKILLS
*Keyboarding, word processing, microcomputer applications, and business mathematics
*Fluent in Spanish

REFERENCES
Available on request



Think About It

- The third résumé form, the *electronic résumé for Internet posting*, should never include personal information such as your name and address.

Sample Electronic Résumé for Internet Posting

JOB OBJECTIVE

Administrative Assistant

EMPLOYMENT

*Retail Sales Person: Assisted customers with selections; straightened merchandise displays; processed returns; closed sales. 2/20XX—present

*Counter Help: Filled customer orders; cleared tables; cashier. 11/20XX to 2/20XX

EDUCATION

*High School Graduate

*Major: Office Occupations Program, including classes in Microsoft Office, WordPerfect, Microsoft Word, Excel, and PowerPoint

ACTIVITIES AND HONORS

President, Business Professionals of America local chapter—20XX

Vice President, Student Council—20XX

Member, Ski Club

Member, Mercer County 4-H Club

SPECIAL SKILLS

*Keyboarding, word processing, microcomputer applications, and business mathematics

*Fluent in Spanish

REFERENCES

Available on request

REPLY TO: jqhenry@serviceprovider.com

References

- ***References*** – People who can speak about a person's character and skills.
- Choose three or four individuals who know you well enough to answer any employer's questions.
- Select respected people such as coaches, teachers, or former employers.

References



- Do not use a friend, parent or relative as a job reference.
- Never use a person's name without getting permission first.



Portfolios

- ***Portfolio*** – A selection of materials that you can use to document your accomplishments over a period of time.
- Items you might want to include in a portfolio are
 - career summary and goals
 - work samples
 - writing samples

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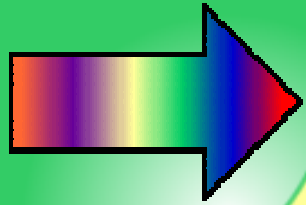
Portfolios

- a résumé
- letters of recommendation
- certificates of completion
- awards and recognition
- membership in student organizations
- transcripts, licenses, and certifications
- volunteer work/community service
- reference list



Job Application Forms

- When you apply for a job, be prepared to complete a job application.
- ***Job application form*** – A form completed by a job applicant to provide an employer with information about the applicant's background.
- Read the form before starting, follow its directions, use a pen, and print neatly.



In Your Opinion

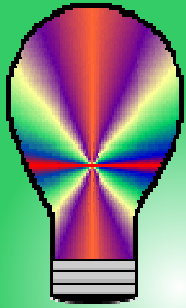


- ❖ *If two job seekers are equally qualified, but only one application form is completed neatly, does that person have a better chance of being hired?*



Gaps in Employment

- Some reasons for leaving a job or gaps in employment include the following:
 - laid off
 - health issue
 - family issues
 - travel issues
 - promotional offer
 - educational pursuits
 - financial opportunity



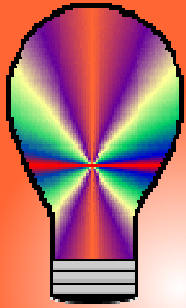
Think About It

- ❖ *Name some information sources to search for job openings.*
- ❖ *Explain the importance of preparing a good résumé.*
- ❖ *Identify the difference between a traditional résumé and electronic ones.*
- ❖ *Describe what to do to be prepared for filling out job applications correctly.*
- ❖ *Explain why job forms should be kept neat.*



Chapter 11: In the Know

- Using as many job-search resources as you can will help you get a job.
- Your résumé should highlight your qualifications in an honest, positive way and tell the employer everything important to know about you.
- Job application forms should be completed carefully with a pen so all questions are answered correctly and neatly.



Chapter 11: Think More About It

- ❖ *Which sources of information are good to check for job openings in your career area?*
- ❖ *What information should you include in your résumé?*
- ❖ *Which three or four respected people do you want as job references?*