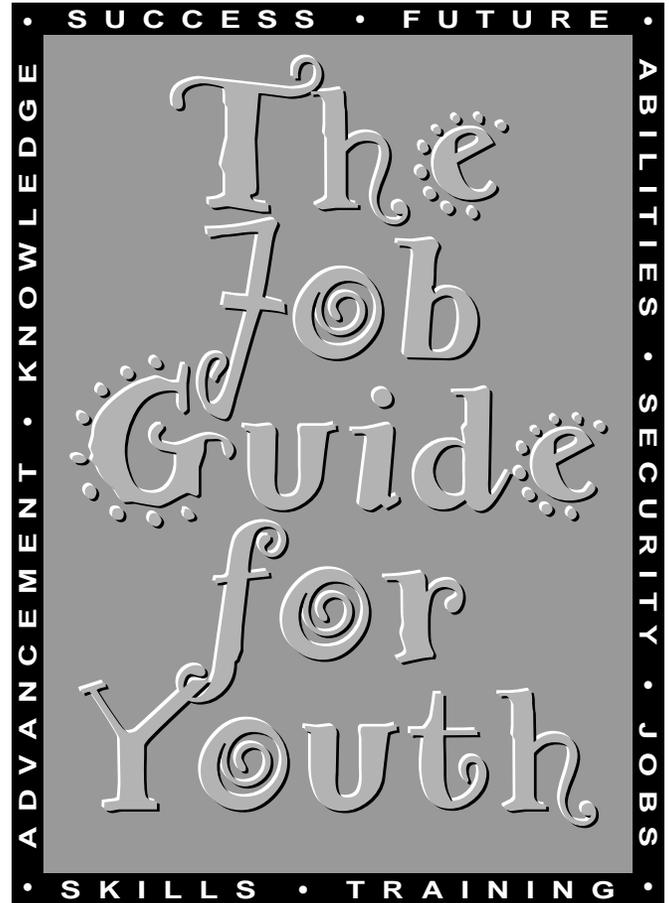




**ROY ROMER**  
Governor

**JON NUMAIR**  
Executive Director  
Colorado Department of Labor and Employment



*“If you are going to be a successful duck hunter, you must go where the ducks are.”*

—Paul “Bear” Bryant

**COLORADO**

School-to-Career Partnership

*Connecting Communities, Classrooms & Careers*



Larry Dreller, Editor  
February 1997

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*“Success is more **attitude** than aptitude.”*

—Unknown



# Attitude

Positive attitudes and negative attitudes are both magnets; they attract the same thing, *or positive attitudes invite positive results; negative attitudes invite negative results.*

## Points to remember

- ▶ Your attitude is the way you think
- ▶ Your attitude is like a magnet
- ▶ Your attitude could be the most important thing about you
- ▶ With a positive attitude, maybe you can do anything  
(Keep trying until you achieve your goal.)
- ▶ Enthusiasm is a great attitude
- ▶ A good attitude can/will lead to success
- ▶ Your attitude can determine the direction in which your life goes
- ▶ Believe you can do it
- ▶ Try again and again

Job hunting can be an exciting learning experience; a lot of good information on future career possibilities can come out of this process. You can also learn how companies operate and do business.

# Job Hunting? Where to Start



- ▶ The Colorado Job Service Centers.
- ▶ Applying directly to a business you are interested in.
- ▶ Network leads from friends, family and neighbors.
- ▶ Placement and counseling offices at high school, community colleges and universities.
- ▶ The Yellow Pages of the telephone book for ideas.
- ▶ Newspaper Want Ads.
- ▶ Federal, state, city and county personnel offices.

*“If opportunity doesn’t knock,  
build a door.”*

—Milton Berle

## Tips for an effective job search

- ▶ **Make a “To do” list** every day. Outline daily activities to look for a job.
- ▶ **Apply for jobs early** in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.
- ▶ **Call employers** to find out the best times to apply. Some companies take applications only on certain days and at certain times during the week.
- ▶ **Write down** all employers you contact, the date of your contacts, and people you talked to.
- ▶ **Apply** at several companies located in the same area, when possible. This saves time and money.
- ▶ **Be prepared.** Have a “master application” and resumes, pens, and job information with you all the time. Who knows when a “hot lead” will come your way?
- ▶ **Follow up** leads immediately. If you find out about a job late in the day, call right then! Don’t wait until the next day.
- ▶ **Network.** Tell everyone you know that you are looking for a job. Stay in touch with friends and contacts. Follow up new leads immediately.
- ▶ **Read** pamphlets and books on how to get a job.

# Job Application

## Application tips

- ▶ Read instructions carefully.
- ▶ Take pen or pencil with you.
- ▶ Print and be neat.
- ▶ Watch spelling.
- ▶ When application asks for acceptable salary/wages, use either “minimum wage” or “negotiable” if not sure.
- ▶ When you put start date, make sure you intend to start on that date.
- ▶ Fill in as many blanks as possible; not applicable (N/A) can be written if it does not apply.

Note: No job application form is included in this book because each business has its own.

# Sample Resume

## Daryl deBeck

27 Costa Mesa Circle  
Castillo, CO 80023  
(390) 246-31111

**Employment Objective:** Seeking an entry-level, on-the-job training position in computer programming.

**Education:** El Castillo High School, Castillo, Colorado  
High School Diploma, June 1995.

**Skills and Abilities:** Member, two years of National Honorary Society in mathematics and science.  
Editor of yearbook.  
Track and field team, three years.

**Work Experience:** Summers, 1992–1995, fulltime,  
Assistant Manager of Paradise Drive-in; all duties of  
Manager and Assistant Manager of high-volume  
fast-food establishment.

**Personal Information:** Accomplished 35mm  
photographer.  
Assistant coach of Castillo boys' softball team.  
Published writer of short stories and essays.  
Eagle Scout.

**References:** Furnished upon request.

# 10 Tips for the Effective Resume

The following rules apply to resumes:

1. Type your resume (or print it on a computer printer). Use 8½" x 11" quality white paper.
2. Do not include irrelevant personal information (age, weight, height, marital status, etc.).
3. Do not include salary and wages.
4. Don't use abbreviations.
5. Be positive. Identify accomplishments.
6. Use action verbs.
7. Be specific. Use concise sentences. Keep it short (one page is best).
8. Make sure your resume "looks good" (neat and readable).
9. Proofread the master copy carefully. Have someone else proofread the master copy.
10. Inspect photocopies for clarity, smudges and marks.

## What doesn't go into a resume

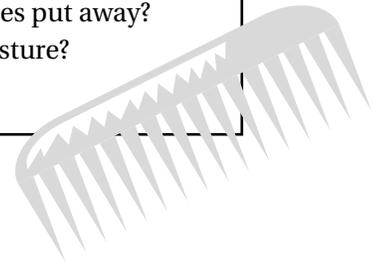
- ▶ Age and sex
- ▶ Marital status
- ▶ Height and weight
- ▶ Race or religion

**REFERENCES:** You should have at least three personal references—people who know your character and your work. An excellent way to make your references work for you is to have them write letters of recommendation.

# Ready for an interview?

## Grooming hints

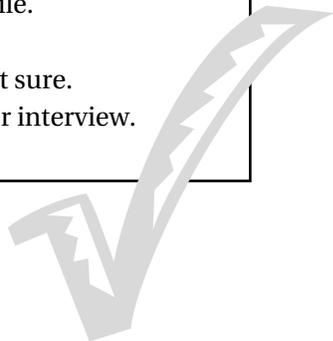
- ▶ Clean face, hands, nails?
- ▶ Clean hair, combed?
- ▶ Clean, pressed clothing?
- ▶ Teeth brushed?
- ▶ Breath fresh?
- ▶ Deodorant used?
- ▶ Shoes clean and appropriate?
- ▶ Sunglasses put away?
- ▶ Good posture?



# Do's

## Job interviewing

- ▶ Go alone.
- ▶ Know where you are going.
- ▶ Be on time—or a little early.
- ▶ Know something about the job.
- ▶ Know something about what the company/business does.
- ▶ Fill out the application neatly.
- ▶ Be friendly and smile.
- ▶ Listen closely.
- ▶ Ask questions if not sure.
- ▶ Thank employer for interview.



Don't get discouraged; a good positive attitude plus youthful energy, and a showing of willingness to learn and work are all in your favor.

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# Pull-out Pocket Application

Names, addresses, dates and other facts for your  
**EMPLOYMENT INTERVIEW**

## COLORADO

School-to-Career Partnership

*Connecting Communities, Classrooms & Careers*



Social Security Number _____ Drivers License _____					NOTES
EDUCATION:	NAME & ADDRESS OF SCHOOL	HOW LONG ATTENDED	YEAR GRADUATED	COURSE OR DEGREE	
HIGHEST GRADE COMPLETED					
OTHER TRAINING, ETC.					
TOOLS, EQUIPMENT, MACHINES OPERATED				SCHOOL ACTIVITIES	
PREVIOUS EMPLOYMENT					
EMPLOYER'S NAME & ADDRESS	NAME OF SUPERVISOR	FROM	TO	WAGE OR SALARY	
REFERENCES (Get permission before using names)	ADDRESS			PHONE NUMBER	

---

## ✓ Checklist for Job Interviews

### Preparation

- Learn something about the company.
- Have specific job or jobs in mind.
- Fill in *Pocket Application*.
- Review, in your mind, your qualifications for job.

### Appearance and Attitude

- Be suitably dressed for interview.
- Be alert and interested.
- Be positive.
- Leave troubles at home.

### Interview

- Answer questions directly and truthfully.
- Know why you want to work for employer.
- Listen carefully.
- Don't be afraid to ask questions.
- Be realistic about salary.

### Test

- Listen to or read instructions carefully.
- Read each question thoroughly.
- Write legibly/no colored inks.
- Don't dwell too long on one question/pace yourself.

When you go for an interview, be sure to take your: Social Security Card, Drivers License, Student ID or State ID.

## Don't

- ▶ Be late for your appointment.
- ▶ Smoke or chew anything.
- ▶ Wear tight jeans, shorts, unusual jewelry or baseball caps.
- ▶ Talk too much or ramble on about personal information.
- ▶ Apologize for lack of experience; stress how quickly you learn.
- ▶ Ask about salary, vacations, or promotions until you have been made an offer.
- ▶ Hang around after the interview is over.
- ▶ Be negative about former employers.
- ▶ Take anyone with you to the interview.
- ▶ Cross your legs, fold your arms, or touch your face. These body language signals indicate a negative attitude, boredom, or doubt.

### Don't ask:

1. When do I get a raise?
2. How long do I get for lunch?
3. How many breaks are there in a day?
4. How soon do I get a vacation?

# Questions they might ask you in a job interview

- ▶ Why did you apply for this job?
- ▶ What do you know about this company?
- ▶ Why should I hire you?
- ▶ Can I depend on you to be on time and here every work day?
- ▶ Do you have reliable transportation?
- ▶ What are your present and future goals?
- ▶ Do you have any questions?

## Ask yourself

- ▶ Do I want to work here?
- ▶ What would a day on this job be like?
- ▶ Can I get here without a hassle?
- ▶ Are the pay and the hours of work right for me?
- ▶ Can I do it?
- ▶ Is this a safe place for me to work?

# After the interview

Make each interview a learning experience. After it is over, ask yourself these questions:

- ▶ What points did I make that seemed to interest the employer?
- ▶ Did I present my qualifications well? Did I overlook qualifications that were important for the job?
- ▶ Did I learn all I needed to know about the job?
- ▶ Did I ask questions I had about the job?
- ▶ Did I talk too much? Too little?
- ▶ Was I too tense? Too relaxed?
- ▶ Was I too aggressive? Not aggressive enough?
- ▶ Was I dressed appropriately?

Make a list of specific ways you can improve your next interview. Remember, practice makes perfect—the more you interview the better you get.

If you plan carefully and stay motivated, you can get a job that uses your skills and pays you well.

*... And remember, a thank-you note to the employer or interviewer might sway them in your favor!*

# How to Keep a Job

Your first day on the job and all of the days thereafter require you to use many of the same skills and traits you have used to get the job—dependability, initiative, organization, honesty, and getting along with people. Here are a few more things to keep in mind after you are employed.

- ▶ When starting a job, your first responsibility is to get to work on time every day. You have agreed to be there and your employer is depending on you. Remember: to your employer, time is money.
- ▶ Your first job is the first rung on the ladder to your career goal. You can expect to run errands, empty garbage, chase after left-handed monkey wrenches, keys to locks. In short, you will probably be doing the jobs no one else will want to do.
- ▶ In starting a new job, your first day may be difficult. You have to learn both the general routine and what is expected of you. Few people may have time to help you or talk long with you.
- ▶ From your first day on, listen carefully to instructions, and ask questions if you don't understand.
- ▶ Expect to work by the rules. Employers depend on you to do your job—if you don't, you could be fired.

- ▶ Your attitude is the biggest single factor which affects your job performance.
- ▶ Learn to take criticism in stride. Everyone makes mistakes; it's natural when starting out. When you have made a mistake, don't try to hide it.
- ▶ Be polite and show your sense of humor. Work is easier when everyone is pleasant and cooperative.
- ▶ Show some initiative! Don't always wait to be asked to do something. Demonstrate your willingness.
- ▶ For a day's pay, an employer deserves a good day's work. This means completing all the assigned tasks even the unpleasant ones.
- ▶ If you think your job is boring, first be certain you have done all of your assigned work, then look around for other things to do.
- ▶ Employers will appreciate a complete job. Always complete one task before going on to another.
- ▶ Learn company policies that affect you and your job.
- ▶ You are there first and foremost to get the job done, not to win friends or influence fellow employees.
- ▶ In getting the job done, a vital thing to remember is that your work may be interrupted by customers or the boss.

# Where to get some of the papers you may need for a job interview

<b>YOU MAY NEED</b>	<b>When Needed</b>	<b>How &amp; Where to Get It</b>	<b>Issued by</b>
<b>Social Security card</b>	Before you apply for a job	Apply at your local Social Security office	U.S. Social Security Administration (main office)
<b>Birth certificate</b>	If required by employer to prove age	Contact health department of county or state where you were born	Health department of county where you were born or your state's vital records department
<b>Work permit (age certificate)</b>	If you're under 18; if you're under 16 you'll need a job offer first	Go to principal's office and/or county school board office or school counselor	Through local junior/middle/high schools
<b>Drivers license or State ID</b>	For ID purposes	If you're 16 or over, apply at your local driver license office (you must be 16)	Colorado Department of Revenue, Driver License Division
<b>Student identification card (student ID)</b>	If required to prove that you are a student	Ask in the school office	Your school

# Federal Labor Laws for Young Workers

## 14 and 15 year olds:

- ▶ can work up to 3 hours on a school day, Monday through Friday, 8 hours on Saturday and Sunday, not to exceed 18 hours during a school week.
- ▶ can work up to 8 hours a day on a non-school day, not to exceed 40 hours per week during a non-school week.
- ▶ cannot work during school hours.
- ▶ cannot work before 7:00 AM or after 7:00 PM, except from June 1 through Labor Day when evening hours are extended to 9:00 PM.
- ▶ cannot work in any manufacturing, processing, mining, construction, warehouse operations, and many restrictions apply in cooking.
- ▶ cannot work in *any* of the 17 Hazardous Occupation Orders listed below, for “16 and 17 year olds.”

## 16 and 17 year olds:

The following occupations have been declared hazardous by the U.S. Secretary of Labor.

1. Manufacturing or storing explosives.
2. Driving a motor vehicle and being an outside helper, except under certain conditions.

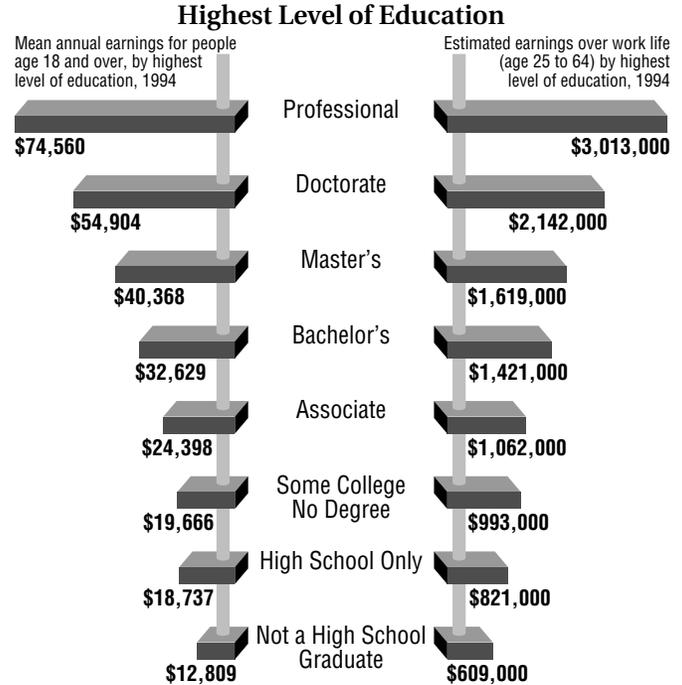
3. Coal mining with certain exceptions.
4. Logging and sawmilling.
5. Power-driven wood working machines.
6. Exposure to radioactive substances and to ionizing radiations.
7. Power-driven hoisting apparatus.
8. Power-driven metal forming, punching and sheering machines.
9. Mining other than coal mining.
10. Slaughtering, meat packing, processing, or rendering.
11. Power-driven bakery machines.
12. Power-driven paper products machines.
13. Manufacturing brick, tile, and kindred products.
14. Power-driven circular saws, band saws, and guillotine shears.
15. Wrecking, demolition, and ship-breaking operations.
16. Roofing operations.
17. Excavating operations.

## 18 year olds:

- ▶ can work in any job for unlimited hours.

# Education.

It Pays for the Rest of Your Life.



Source: U.S. Department of Labor, Bureau of Labor Statistics, 1996