

# ENTERING THE Workforce



**HOW  
TO GET  
AND KEEP  
A JOB**

# You're looking for a new job...

Where do you look?

What do you need to have before you apply?

What do you do in a job interview?

Once you get a job...

How do you make a good impression?

How can you be successful on the job?

How do you get along with others?

What can you do to move up to a better job?

This booklet can help. It gives you simple,  
straight-forward suggestions for finding and  
keeping a job that's right for you.

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# CHOOSE your work

What do you like to do?

What do you want to do?

What skills do you already have?

Your first job probably won't be the job that you've always wanted. But it's important to find a job that you can feel good about. You'll enjoy your work more if you choose a job that matches your abilities and your interests.



## What can you do?

Complete the checklist "Starting With Me" to help you think about a job that is right for you.

### Starting With Me

	Yes	No
1. I like to work outdoors.	<input type="checkbox"/>	<input type="checkbox"/>
2. I like to work indoors.	<input type="checkbox"/>	<input type="checkbox"/>
3. I like to work on my own.	<input type="checkbox"/>	<input type="checkbox"/>
4. I like to work in a team with other people.	<input type="checkbox"/>	<input type="checkbox"/>
5. I like to read and write.	<input type="checkbox"/>	<input type="checkbox"/>
6. I like to work with numbers.	<input type="checkbox"/>	<input type="checkbox"/>
7. I would like to work with computers/ office equipment.	<input type="checkbox"/>	<input type="checkbox"/>
8. I like to work with tools and machinery.	<input type="checkbox"/>	<input type="checkbox"/>
9. I like to work during the day.	<input type="checkbox"/>	<input type="checkbox"/>
10. I like to work during the evening.	<input type="checkbox"/>	<input type="checkbox"/>
11. What else would you like to do in a job? _____		

**Follow-up:** Look at the items above that are checked "Yes." Keep these choices in mind when you look for a job.

# FIND your job

There are many different ways to find jobs.

## **Classified ads in the newspaper**

Many different kinds of businesses put ads in the “Help Wanted” section of the newspaper. The ads are listed in categories, such as “Clerical/Office,” “Restaurant/Food Service,” “Trades,” or “Sales.” This makes it easy to find just the type of work you might be interested in.

Here are some examples of the types of ads you might see in your local newspaper.

SKILLS/TRADE
<b>Building contractor</b> hiring laborers for immediate employment. Vacation and medical benefits. Call John Smith @ 555-5555.
OFFICE/CLERICAL
<b>F/T Secretary.</b> Good communication skills. Apply in person at LocalCandyStore, 100 Main Street.
SALES
<b>Air conditioning</b> equipment company seeks exp'd Outside Salesperson. Exp. required. Send résumé to Box #00, Local Times, Main Street, Anytown.



## **The Employment Bureau in your community**

The state you live in has offices that help people find work. Sometimes the office is called the Job Center.

Sometimes it is called the Employment Bureau or the Unemployment Bureau. There is the Job Center in or near your community.

The Job Center has people who can talk to you about the kind of work you want to do. They have lists of employers who are looking for workers. The Job Center may want to test you to find out what you can do best. This way they can better help you find a job that is right for you.

## On-site job postings

Many businesses — such as supermarkets, restaurants, stores, factories, and offices — put up “Help Wanted” signs to announce that they are looking for workers. These signs are sometimes posted in store or restaurant windows. Some businesses have large signs in front of their buildings which say “Job Openings.” Many factories or industrial plants hang large banners on their buildings announcing job openings.

## Bulletin boards

Many stores and small establishments allow individuals and businesses to post notices on their bulletin boards to announce job openings. Look for these bulletin boards in supermarkets, community centers, community agencies, or other public places.

## Friends and family

Often, employees know about a job opening long before their company puts a Help Wanted ad in the newspaper. Ask your friends and family to watch for job openings at their work place. They can also tell their bosses and co-workers about you.

## Internet search

The United States Department of Labor has a Web site that can help you with your job search. The site lists job openings across the country. It helps you check on the skills you have and tells you where you can get more education or training. You can also write a résumé and post it on the site so that employers can find you. Once you register on the Web site, you are linked to the Labor Department in your state. The Web address for the Department of Labor is <http://www.dol.gov>.

Many private companies also advertise for workers on the Internet. Usually these jobs are for professional positions. If you want to try using the Internet but don't own a computer, go to your local library. Many libraries have computers available to use free of charge. Also, check your neighborhood for a cafe that has computers available for customer use. Some community agency offices may have computers that you can use. If you don't know how to use the Internet, ask for help. Most of these places will have someone on hand who will be happy to help you out.

## What can you do?

Complete the checklist “Finding a Job” to help you identify places where you can go to look for work.

### Finding a Job

1. Write down three places where you can go to get information about jobs in your community. If it is an office or agency, write down the address and phone number.

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2. Look through the classified ads in your local newspaper. List three jobs you might be interested in.

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**Follow-up:** Look in the phone book for the names and numbers of community services that may be able to help you in your search. Answer one or more Help Wanted ads in the newspaper.

# APPLYING for a job

After you identify a job you might like, you must contact the employer and apply for the position. The ad announcing the job will tell you how to go about applying for the job. Some businesses want you to apply in person. Some businesses want you to call to make an appointment to meet with someone in person. Some businesses want you to first write a letter.

If a business is interested in hiring you, they will interview you and ask you about your work experience and skills. They will also ask you to fill out an application form.

To fill out the form, you will need information about yourself, your schooling, your skills, and your work experience. It's important that you have all the information with you (with correct names and spellings) so you can fill out the application form while you are there.



## **Here's how to apply for a job**

### **How to respond in person**

Be sure to wear clean, neat clothing. If you are applying for a sales or office job, wear the kind of clothes that match the job you are seeking. If you are applying for a factory or construction job, you may wear good casual clothes.

If you are applying in person, ask to see the person in charge of hiring. If you are applying in an office, look for a receptionist. If you are applying somewhere that doesn't have an office — a store, restaurant, small business — look for any employee and ask who you should talk to about applying for the position.

When you are introduced to the person who does the hiring, say:

"Hello. My name is \_\_\_\_\_. I'd like to talk to you about the position of \_\_\_\_\_ that you advertised."

If you are responding to a Help Wanted sign that you saw in a window, say:

"Hello. My name is \_\_\_\_\_. I'd like to talk to you about your job opening."

## How to respond in writing

When you write a letter to ask about a job, you should type your letter on a typewriter or computer. Everything must be spelled correctly. Everything must be correct grammatically. Use the format below.

Your name  
Your full address  
City/state/zip  
Your phone number

Today's date

Human Resources Manager  
Name of company  
Address of company  
City/state/zip

Dear Sir or Madam,

I am writing to inquire about the position of (put the title of the position that was advertised) that you advertised. I would like to be considered for that job.

I have experience as (briefly describe your past jobs).

I am (describe your best qualities).

I think I am a good candidate for this position because (write several sentences explaining how your abilities and qualifications would benefit the employer). I am attaching my résumé.

Thank you for considering my application.

Sincerely,

(Sign your name here)

(Type your name here)

## Your résumé

Some employers will ask you to send a résumé. A résumé is just an organized way to present the same information that you will gather for the "All About Me" checklist page 8. Always list your most recent education and work experience first. Following is a sample résumé.

### RÉSUMÉ

Your name  
Your full address  
Your phone number

#### Education

Year Degree and name of institution  
(higher education)

Year Graduated from (name of high school)  
or

Year G.E.D. (only if applicable)

#### Work experience

Years you worked The position you held  
Your employer's name

Years you worked The position you held  
Your employer's name

#### Special skills

List any special skills you have, such as machinery or equipment you can operate, experience handling money, languages that you speak or write, etc.

#### Community activities

List any community or volunteer work that you may have done — working with youth groups, being a member of a service group, places you volunteer, etc.