

Name \_\_\_\_\_

**1. Preparing for the workplace**

# Learning Points

- Attitude towards work will influence success in the workplace.
- Good career choices depend on thoughtful planning.
- Good interviewing and resume-writing skills can help land the job.

What does preparing for the workplace mean to you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Something to think about: For most of us, to work or not to work is not an option. We rely on our jobs for both the necessities and the luxuries that a paycheck provides. Since we may spend as much as 40 to 50 years in the workplace, we should do our best to find work that fulfills us. No job will give us satisfaction all the time, no matter how much we like it most of the time. Job satisfaction, on a day-to-day basis, is partially up to us.*

**Activity 1:**

Directions: Read each statement and indicate one or two positive opportunities. This will help you re-learn how to take every opportunity and turn it into a positive, if you don't already.

For an example: Mason gets a job flipping burgers. The work is hot and boring and there is no chance for advancement.

1) Mason will gain work experience and could use this opportunity for something else in the future. 2) In the meantime Mason will be earning an income.

\_\_\_\_\_

1. Charlee shares an office with a person who is prejudice and does everything that's possible to show it.

\_\_\_\_\_

\_\_\_\_\_

2. Corryn is shy and feels quite uncomfortable in her new job.

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3. Corryn’s boss likes things done a certain way. Corryn thinks there are better ways to do them.

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4. Ashley is hired by a cleaning company. She is disgusted by the condition of the board room each night.

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5. Mario works on the assembly line for a large company. The work is tedious.

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6. Kelly works as an office clerk. She wishes she had the cushy job of the top executive.

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7. Lorrie’s coworker has made her very angry. She wants to tell her what she really thinks.

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8. Anthony loves his job, but the salary does not support his family.

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9. Lucy works in a day care center and is disturbed that the teachers fail to prepare activities for the kids each day.

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10. Scott empties trash cans and sweeps floors. He feels embarrassed to tell anyone about his job.

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11. Tanya starts a job as a dishwasher. It pays very little.

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## Increase Job Satisfaction

1. **Be positive.** Approach the day with the determination that it will go well, not as a test of endurance.
2. **Do you consider your work a career or just a job?** If this job is not one of the stepping stones along your career path and you consider it “just a job,” perhaps you need to reconsider where you are working.
3. **Enjoy your co-workers.** Surely there is someone you like! Plan fun events such as birthday and holiday celebrations, which permit you to know others apart from their work skills. Go out to lunch occasionally when time and money permit it.
4. **Use assertive communication skills to speak up for yourself to both employer and co-workers.** Always do this in a respectful manner.
5. **Maintain a balanced lifestyle.** Separate work from home. When you walk through the doors, be ready to tackle what the work day brings and don't let what is going on at home effect your performance today.
6. **Set challenges for yourself.** Work on skills that will help you progress along your career path, such as increased computer knowledge, positive communication, anger management and conflict resolution.
7. **Learn from your mistakes.** They will only make you stronger, and keep you from looking silly if you do the same thing over again.
8. **Be creative.** Work on solving problems that could increase work performance.

**Activity 2:**

Directions: Read each statement and check all that apply; at the end you will go over your answers and you will see what types of jobs may interest you as a career.

**I ENJOY**

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Cooking<br><input type="checkbox"/> 2. Being with & caring for children<br><input type="checkbox"/> 3. Reading<br><input type="checkbox"/> 4. Shopping for bargains<br><input type="checkbox"/> 5. Fixing home appliances<br><input type="checkbox"/> 6. Talking on the phone<br><input type="checkbox"/> 7. Gardening<br><input type="checkbox"/> 8. Helping family & friends with problems<br><input type="checkbox"/> 9. Caring for sick or disabled<br><input type="checkbox"/> 10. Singing<br><input type="checkbox"/> 11. Taking photographs<br><input type="checkbox"/> 12. Acting in a show or play<br><input type="checkbox"/> 13. Keeping a budget<br><input type="checkbox"/> 14. Doing crossword puzzles/word games<br><input type="checkbox"/> 15. Dancing<br><input type="checkbox"/> 16. Playing a musical instrument<br><input type="checkbox"/> 17. Sewing clothes | <input type="checkbox"/> 18. Caring for animals<br><input type="checkbox"/> 19. Styling hair/nails/cosmetics<br><input type="checkbox"/> 20. Keeping home documents/bills/receipts<br><input type="checkbox"/> 21. Meeting new people<br><input type="checkbox"/> 22. Selling things or raising money<br><input type="checkbox"/> 23. Fixing the porch or building a doghouse<br><input type="checkbox"/> 24. Helping with homework<br><input type="checkbox"/> 25. Making crafts & home decorating<br><input type="checkbox"/> 26. Exercising<br><input type="checkbox"/> 27. Using computers<br><input type="checkbox"/> 28. Cleaning<br><input type="checkbox"/> 29. Learning new things<br><input type="checkbox"/> 30. Planning family gatherings<br><input type="checkbox"/> 31. Refinishing furniture<br><input type="checkbox"/> 32. Looking up information |
|---|---|

**I LIKE TO**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 33. Be indoors<br><input type="checkbox"/> 34. Follow a daily routine<br><input type="checkbox"/> 35. Be alone<br><input type="checkbox"/> 36. Work with my hands<br><input type="checkbox"/> 37. Wake up early | <p><b>OR</b></p> <p><b>OR</b></p> <p><b>OR</b></p> <p><b>OR</b></p> <p><b>OR</b></p> | <input type="checkbox"/> Be outdoors<br><input type="checkbox"/> Everyday do something different<br><input type="checkbox"/> Be with lots of people<br><input type="checkbox"/> Think and discuss ideas<br><input type="checkbox"/> Stay up late |
|--|--|--|

**I'M BEST AT**

- 38. Hard physical work
- 39. Listening & communicating
- 40. Organizing
- 41. Creating & designing
- 42. Solving problems & making decisions
- 43. Other: \_\_\_\_\_

**PLACES I LOVE**

44. \_\_\_\_\_  
\_\_\_\_\_

**PLACES I DON'T LIKE**

45. \_\_\_\_\_  
\_\_\_\_\_



Exploring  
Career  
Interests



**YOUR PERSONAL PROFILE**

**I enjoy:** [list items you check for #1-#32]

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**I like to:** [list items you check for #33-#37]

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**I'm best at:** [list items you check for #38-#43]

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**Places I love:** [list items you check for #44]

**Places I don't like:** [list items you check for #45]

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**List possible job or career interest which reflect the above information:**  
(You may use the internet to search for keywords such as "what job fits my personality)

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***Knowing yourself is the beginning of all wisdom***

**Workers with more education earn more!**

<u>Educational Level</u>	<u>Average weekly earnings</u>	<u>Unemployment rate</u>
Bachelor’s degree . . . . .	\$962.00 . . . . .	2.3%
Associates degree . . . . .	\$721.00 . . . . .	3.0%
Some college, no degree . . . . .	\$674.00 . . . . .	3.9%
High school graduate/GED . . . . .	\$595.00 . . . . .	4.3%
Some High school no diploma . . . . .	\$419.00 . . . . .	6.8%

**Activity 3:**

Directions: Fill in the blanks by choosing a career, list the steps you will need to take to get there, the amount of time it may take and your expected date of completion (**EDC**).

**My career choice:** \_\_\_\_\_

**Step 1:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **EDC:** \_\_\_\_\_

**Step 2:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **EDC:** \_\_\_\_\_

**Step 3:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **EDC:** \_\_\_\_\_

**Step 4:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **EDC:** \_\_\_\_\_

**Step 5:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **EDC:** \_\_\_\_\_

## Succeeding in the world of work

- **Be dependable**
  - Always arrive on time
  - Call your boss if you cannot come in
  - Schedule appointments outside of work hours
  - Arrange for time off ahead of time
- **Do good work**
  - Do the day's work for the day's pay
  - Limit personal phone calls and non-work conversations
  - Take lunch and rest breaks at scheduled times
  - Be responsible! Treat equipment and supplies as if you had to pay for them yourself
- **Look your best**
  - You represent the company to customers and clients, dress accordingly
  - When in doubt about how to dress, just ask
- **Learn all you can about your job**
  - Ask for help from other employees or your supervisor when you need it
  - Ask about training programs that will help improve your skills
  - Be a leader, help new employees and set a good example for others
- **Keep a positive attitude**
  - Always be willing to learn new tasks to improve your job skills
  - If you think something needs to be done, ask if you can do it
  - Be polite to your co-workers, supervisors, and customers; if you have a problem, immediately discuss it with your supervisor
  - If you are criticized, listen for any helpful suggestions, and ignore any personal remarks

### Suggested tips while filling out applications

1. *Have a black pen that writes*
2. *Use your best penmanship*
3. *Make it neat with no cross outs*
4. *Be honest*
5. *Be positive*
6. *Be aware of your strengths*
7. *Be friendly*



**Activity 4:**

Directions: Practice filling out a job application below and remember to keep in mind of all the suggested tips we just read.

**Application for Employment**

Position You Are Applying For \_\_\_\_\_ Desired Salary \_\_\_\_\_  
 Date Available for Work: \_\_\_\_\_

PERSONAL INFORMATION			
Last Name		First Name	Middle
Address		City	State Zip
Home Phone: _____	Cell Phone: _____	Email address: _____	
Social Security Number: _____			
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If selected for employment are you willing to submit to a pre-employment drug screening test? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications or licenses held: \_\_\_\_\_

EMPLOYMENT	
Employer: _____	Dates Employed: _____
Work Phone: _____	Pay Rate: \$ _____ to _____
Address: _____	
City: _____	State: _____ Zip: _____
Position: _____	
Duties Performed: _____	
Supervisors Name and Title: _____	
Reason for leaving: _____	
May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES			
Name	Title	Company	Phone

**Acknowledgement and Authorization**

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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

### Keys to a successful interview

- Be prepared
- Be on time
- Dress appropriately
- Be friendly
- Offer a firm handshake
- Listen carefully
- Be aware of body language
- Speak confidently
- Practice answers to possible interview questions
- When they ask you if you have any questions, come up with at least one or two
- Make it clear that you want this job and how you could be an asset to their company
- Relax when you speak

#### Activity 5:

Directions: Read each statement below and write down your answers to each interview question.

1. **Tell me about yourself?** *The interviewer is asking you to explain the main skills or knowledge that you offer the company. He/she is not asking for your life story or details about your private life. Think of 3-5 things you would like to mention in your answer.* \_\_\_\_\_

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2. **Why do you want to work for this company?** *The interviewer wants to know if you did any research on the company, including its history, culture, mission, products, services, and any recent (positive) news. Demonstrate your desire to work for the company by highlighting information you gained from your research. What are 4-5 things about the company that you would like to mention* \_\_\_\_\_

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3. **Why should we hire you?** *The interviewer wants to know why you are a better fit for the position than the other applicants. Think of how your skills and experience make you the best, and how you can use both to benefit the company. Always frame your answer in a positive way. Can you save them money and/or time? Why?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **What are your strengths?** *Related questions are “Tell me something you are extremely good at and why” and “what accomplishments are you most proud of?” The interviewer wants to know what makes you unique. What can you do that other people cannot? List 1-3 strong strengths* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **What are your weaknesses (positive only)?** *Related questions are “Name something about yourself that you can improve on and how you would do it.” This is a hard question, although interviewers like asking it to see what you will say. Be ready for it by thinking of two examples of weaknesses, and then explain how those weaknesses can be seen as strengths.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **What is your formula, method, or philosophy for getting along with other people even when you have different points of view?** *The viewer wants to know how you handle conflict. Think about a situation in which you have been in conflict with a co-worker and how you resolved the problem in a positive way.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **How do you handle stress?** *Every job has some kind of stressful aspects to it. The employer wants to know how you can manage that stress and still maintain a high quality of work.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Writing a successful resume

- Keep it to no more than 1-2 pages long
- Make it neat in appearance
- Be sure there are no spelling or grammar errors
- Stress your accomplishments, good qualities, and abilities
- Start with last or current job, then work backwards
- Be positive, honest, and specific
- Avoid abbreviations
- Make sure your name and address are clear
- Make sure your phone number is current

Name Last Name  
 Address  
 Phone number

### Experience

*Dates From – To*

Job Title, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

*Dates From – To*

### Education

*Month Year*

High School, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

*Month Year*

Secondary Education, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

### Skills

- List your strengths relevant for the role you're applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths

### Activities

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

**Activity 6:**

Directions: Fill in the resume template below and if you have any questions look at page 11 for an example.

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Experience

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Job Title, COMPANY

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Education

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High School, SCHOOL

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Secondary Education, SCHOOL

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Skills

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Activities

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## Tips on writing a cover letter

### 1. Avoid copying your resume

One of the most common mistakes job seekers make is to squander their cover letter by essentially converting their resume into paragraph form. This redundancy doesn't actually help the hiring manager decide if you are right for the job, or convince them that you are passionate about getting the opportunity. ***Use your cover letter as an opportunity to tell hiring managers what your resume can't.***

### 2. Skip the generic salutation

A lot of cover letters start with "To Whom it May Concern." While this practice was once widely recommended, it has now become outdated. You can skip the salutation line and dive right in to the heart of your cover letter instead.

### 3. Research

A good cover letter can become a great one if you pepper in some information based on what you've learned about the company. Get a sense of the company's culture and goals, and write your cover letter to reflect how you would be a great fit into.

### 4. Get the opening right

You can start with the first sentence by stating which position you're apply for. Or, open with a one-sentence pitch that will convince the hiring manager they should consider your cover letter and resume. Try a line such as, "I'm an experienced *broadcaster* with more than a *decade* of experience in *radio* and *television production*." ***Grab their attention, and make them want to continue reading.***

### 5. Keep it brief

Three paragraphs should be enough to answer the important questions a hiring manager would want answered.

- a. Who are you?
- b. Why do you want to work here?
- c. Why are you the best person for the job?

### 6. Focus on the company's needs

It's easy to get caught up in what a position would mean for you and your career. But a hiring manager isn't interested in why the job is perfect for

you; they want to know whether you'd be a good fit, and how you could help their company. ***Sell yourself, and forgo the common mistake of explaining how the job would benefit you.***

**7. Focus on your positive strengths**

Honesty is great, but a cover letter is not a place to volunteer negative information about your qualifications. During an interview the hiring manager will have a chance to question you about your weaknesses. You can gain a sense of what skills they are looking for by reading the job description. If you don't have some of these skills, you can always emphasize you're willing to learn.

**8. Tell your story**

How do you associate with the company? Is there something interesting you can share that describes your relationship with the company to this point? For an example if you're applying for a job with the Tribe, you can use this opportunity to explain your experiences that you gained from working with the Summer Youth Work Experience Program.

**9. Customize the letter for the company and job**

Don't use the same cover letter for every application. Not only does doing so increase your chances of submitting a letter with the wrong company name (which does happen, and which immediately removes you from consideration), it wastes your opportunity to introduce yourself in more depth. Remember, this is your chance to prove that you are passionate about working for a given company. If you're sending out a form letter that offers no personal connection with the brand, the hiring manager will have a hard time seeing the connection, too. Take the time to write a tailored cover letter for each position.

**10. Inject personality**

Don't forget to be yourself in your cover letter. In most cases, the hiring manager will appreciate reading something written by a real human being instead of bland corporate-speak. If you asked your best friend to read your cover letter, would they hear your voice in the words? If so, then you're on the right track.

## Sample cover letter

First name last name

Mailing address

City, State. Zip code

Phone number

Today's Date

Your addressee's name

Professional title

Organization name

Mailing address

City, state ZIP

Dear Sir/Madam,

Body of Cover Letter (overview): The body lets the employer know the position being applied for, why the employer should select the candidate for an interview, and how the candidate will follow-up.

First Paragraph: Start your letter with a grabber—a statement that establishes a connection with the employer or a probing question. Include why you are writing, the position you are applying for and where you found the job listing. Include any networks or mutual contacts, if you have one.

Middle Paragraph(s): The middle section should describe what you have to offer - specifically how your qualifications match the job you are applying for. Focus on relevant points about qualifications. Don't summarize your résumé: you are interpreting your résumé.

Final Paragraph: Finish off by thanking the employer for considering you for the position. Initiate action by explaining what you will do next (e.g., call the employer) or instigate the reader to contact you to set up an interview. Respectfully yours,

First name last name

Enclosure: Résumé



## Thank you letter

First name last name  
Mailing address  
City, State. Zip code

Today's Date

Your addressee's name  
Professional title  
Organization name  
Mailing address  
City, state ZIP

Dear Sir/Madam,

Thank you for speaking with me on (insert date) about the (insert position). I believe my skills in (insert list of skills that you talked about in the interview) would be a good fit in the position. I am very interested in working for (insert company name) and look forward to hearing from you. If you have any further questions, please contact me at (insert your phone number).

Thank you again for your time and consideration.

Sincerely,

Your signature

**Activity 8:**

Directions: Complete this form to prepare the information you will need to write your thank you letter.

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# QUIZ

1. Name two ways to **Increase Job Satisfactory?**

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- 

2. Fill in the blank “**Knowing yourself is the beginning of all \_\_\_\_\_.**”

3. What is the unemployment rate for someone with a High School diploma/GED

- a) 7.6%
- b) 10%
- c) 4.3%
- d) 0%

4. Name one thing from the **succeeding in the world of work**

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5. List (3) **Suggested tips while filling out applications**

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- 
- 

6. What is one **key to a successful interview**

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7. Name (3) of the **tips on writing a cover letter**

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- 
- 

8. Name (2) of the **tips on writing a successful resume**

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- 

9. Why should I attach a cover letter (tell me why it is important)

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10. I can use a colorful pen when filling out my job application?

True or False