

# Chapter 6: Finding and Applying for a Job

Essential Question: Who's hiring,  
and how do I apply for the job?

# Section 6.1 Exploring Sources of Job Leads

- Objectives
  - Define networking and explain why it is an effective way to develop job leads
  - Develop a career network and contact list
  - Explain how to use the internet and other resources to find career opportunities

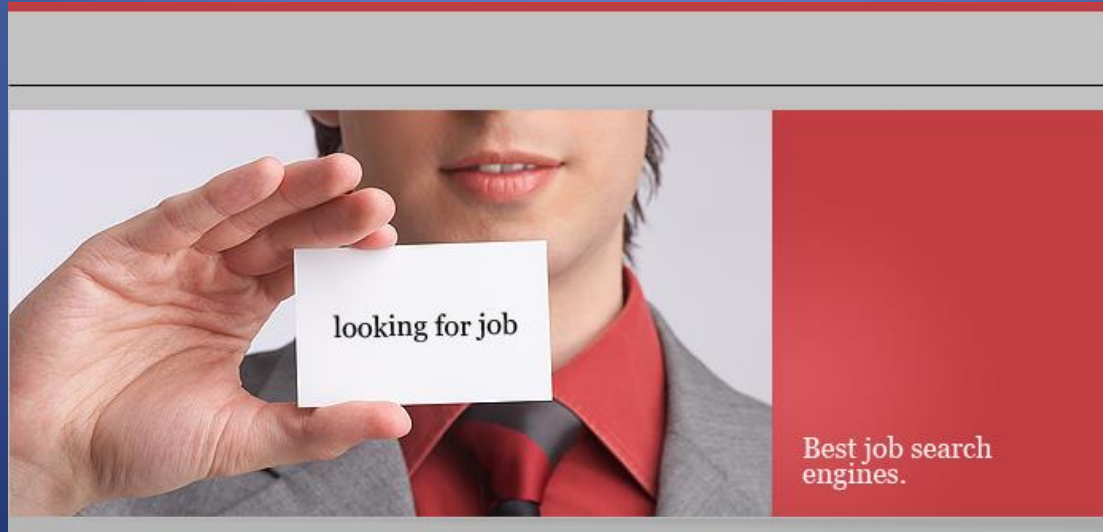
# Finding Job Leads

- Getting a job is the beginning of a new lifestyle.
  - New people
  - New surroundings
  - New challenges
  - Earn your own income



# Job Leads

- Information about a job that is available
  - Tip from someone you know
  - Ad in the newspaper
  - Ad on the Internet
  - Information from organizations



# Networking

- Communicating with people you know or meet to share information and advice about jobs
  - One of the most effective ways to find job leads
  - May work at or know about a company that is hiring
  - Can tell you what types of jobs are available
  - Recommend you for a job
  - Help you get an interview

# Contact List

- Make a list of people you know who might be helpful in your job search
- Figure 6.1 (page 75)



# Organizations

- Professional and community organizations provide good opportunities for networking where you can meet people who may know of job openings



# School Resources

- Counselor, teacher, or a school placement office
- School-to-work programs
  - Brings schools and business together





# Print Job Advertisements

- Newspapers, magazines, and publications that are designed for a particular industry
- Classified ads in newspapers and magazines
  - Brief
  - Contain job title, job tasks, location, qualifications, and how to apply



# Using the Telephone

- Hot call
  - A call to a specific person or to get specific job information
  - Follow up a referral or job lead
- Cold call
  - A call to a prospective employer with whom you have no prior contact



# Guidelines for Cold Calls

- Identify places where you would like to work
- Write an introductory script to use
- Write questions you would like answered
- Request referrals
- Make your call
- Ask for the personnel director or the supervisor
- Thank the person for speaking with you
- Record important information and evaluate the call



- Make your call effective
- Practice your speaking and listening skills before making calls
- Keep a record of your contacts and all the information you received from each conversation
- Ask how to spell and pronounce the names of each person with whom you spoke

# Employment Agencies

- Matches job seekers with job openings
- Job seekers provide information to the agency by filling out applications and providing resumes
- Businesses notify the agency when they have openings
- Public agencies provide free placement services

- Private employment agencies may give more personal service and list jobs not on file with a public agency
  - Often specialize in temp jobs or temp-to-hire jobs
  - It is common for people to do temp work while they look for a permanent job



# Using the Internet

- Job listings on the internet are often call job postings
- Many websites connect job seekers with employers
- Some sites list all types of jobs, while other sites list jobs in a particular industry
- Search by keyword

- Most career websites provide more than job listings
  - Some sites permit you to post your resume online
  - Provide support services such as personal job search agents, career counseling, career networks, bulletin boards, and free newsletters
- Some companies post job openings on their own websites
  - If you are interested in working for a specific company, visit their official website



# Section 6.1 Wrap Up

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# Section 6.2 Applying for a Job

- Objectives
  - Explain how to prepare for and complete a job application
  - Write an effective resume and cover letter



# Preparing to Apply

- Employers are looking for the best person to fill the job
- They want to know whether or not you have the ability to do the work
- They will be influenced by the way you present yourself
- They will also notice the way you dress and how well you communicate
- They will want to know everything about you that relates to the job

# Be Confident

- You may feel anxious and insecure when applying for a job
- Do your best to project confidence and a positive, professional image every time you communicate with an employer



# Be Prepared

- You will need certain documents and information
- Having them when you apply shows you are prepared
  - Social Security Number
    - If you do not have one you can get an application for one at the post office or local Social Security Office, or complete an online application at the Social Security Administration website

# Communicate Effectively

- The way you speak and write is one of the first and strongest impressions you will make on an employer
  - Use Standard English
  - Avoid slang and the use of filler words such as “um”, “like”, and “you know”
  - Prepare by practicing answering typical interview questions with a friend

# Job Applications

- A form that asks questions about a job applicant's skills, work experience, education, and interests
  - One way employers screen job applicants
- You can request job applications in person, over the phone, and through the Internet

# Personal Fact Sheet

- List of all the information about yourself that you will need for a job application
  - Includes your name, phone number, address; SSN, date you can start; the days and hours you can work; the pay you want
  - Schools you have attended, places you have lived, awards or accomplishments



# Previous Employment

- Include information about any previous jobs
  - The contact information for the place you worked
  - Your job title there
  - The tasks you performed
  - When you worked there and for how long
  - Your pay rate
  - Your reason for leaving the job

# Know Your Rights

- Employers do not have the right to ask about your age, disability status, race, national origin, religion, or gender on a job application
- You do not have to tell them if you have been arrested, although you are required to disclose whether you have been convicted of a felony

# References

- People who will recommend you to an employer
- Chose carefully
- Be prepared to list them on the application
  - Full name, address, phone number, years known, job title
- Teachers, counselors, and former employers may make good references
- Ask permission to use them as a reference

# Taking Tests

- Performance test or a skills test evaluates how well you can do a particular task
  - Keyboarding test
- Drug test
  - Blood, hair, or urine test for illegal drugs
- Polygraph test
  - Law enforcement or the government
- Personality test



# Preparing a Resume

- Brief summary of a job applicant's personal information, education, skills, work experience, activities, and interest
- Send your resume to an employer by regular mail, e-mail, or fax
- A good resume may get you an interview
- A poorly written or disorganized resume may ruin your chance of getting an interview

# Tips for Resumes

- Choose carefully
  - What will you emphasize
  - How will you describe your experiences on your resume
  - If you do not have work experience, focus on skills, education, and training you have
  - Include awards, hobbies, or activities
- List your references or indication you will provide them on request

- The best resumes are brief.
  - One page, two max
- Should be typed
- Neat and free from errors in spelling, grammar, or usage
- Before sending it, evaluate it
  - Would you hire you?



# Cover Letters

- A brief letter that introduces you to the employer and explains why you are sending your resume
- Send with your resume
- Explains why you are sending your résumé
- Reflects your understanding of the company and how you may be able to meet its needs
- Emphasize facts that make you qualified for the job



# 3 Parts of a Cover Letter

- Opening paragraph
  - Explains why you are writing
  - Gives the title of the job you are interested in and where you learned about the job.
- Body
  - Persuade someone to hire you
  - Highlight personal qualities, skills, and experiences that make you a good candidate for the job opening.
- Closing paragraph
  - Tells how you will follow up
  - Include your telephone number and e-mail address so that the employer can contact you



# Cover Letter

- Put time into your cover letter
- It should be free of errors in spelling, grammar, and punctuation
- Ask someone else to proofread

[Sent as the body of an email.]

Dear Ms. [REDACTED]

I hope you will consider me for the Public Services Librarian position as advertised through the [REDACTED] Jobline.

After volunteering as a reference librarian for over a year, I am now a temporary librarian at [REDACTED] Community College. Most of my day is spent teaching students how to find articles in the [REDACTED] databases or how to find books in the catalogue.

This year, I also started volunteering at the public library where I had a front seat view of how reference at a public library differs from that at an academic library. Also, because I teach a beginning computer class, the reference librarians send me the patrons who need more help than the librarians are able to offer. Even when I am explaining for the third time the same concept the librarians have tried to teach for six years, my goal is to have the patron leave feeling positive about the interaction. When I need to maintain professional boundaries, I try to do so in a way that is respectful of the patron and "assumes positive intent."

As you can see on my resume, I have a BA in Spanish. What this translates to in real life is that I can read a novel in Spanish and understand the general ideas, but not all the words. I don't understand most spoken Spanish, but I can use a few phrases. I helped on person (who spoke English) understand how his transcript from a Spanish-speaking country compares to an American transcript.

I realize you may wonder why I have so much seasonal experience in my work history. After earning an MLIS, I had the choice to either immediately pursue a career or travel in the United States. I chose the informal education of traveling. I believe I learned more in those challenging four years than I could have learned in the equivalent time in a comfortable environment. Now those years are finished and I am focused on making a contribution in a library.

Although I live in [REDACTED], [REDACTED] is a little over four hours from me and I am willing to accept interview expenses. No matter what job I take, I will need to relocate, but I am careful to only apply to places where I can afford to do so and will be willing to live. [REDACTED] appeals to me because it is small and rural, but within reasonable driving distance of larger cities.

I attached my resume and application as separate files, each in .doc and .pdf formats.

If you would like to talk with me, I can be reached through email or by phone. Thank you for your consideration.

Sincerely,

[REDACTED]