

YES

YOUTH EMPLOYMENT SERVICE

Master the App (and the resume!)

Why does this matter?

- You will fill out applications and/or provide resumes throughout your life, for jobs, colleges, scholarships, loans, apartments and housing, and financial and social services.
- Resumes and applications are usually the first step of the hiring process, which means that you will be in competition with the most people during this part of the process.
- It doesn't matter how hard you work or how well you interview- if your application is incomplete or poorly done, you will not advance to the next round.

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Should you have a part-time job?

- Are you involved in a lot of extracurricular activities (sports, clubs, etc?)
- Do you struggle to maintain good grades and pass your classes?
- Will you be available to work less than **15** hours a week?
- Do you live far away from your potential worksite and don't have reliable transportation?

If you answered YES to any of these questions, a part-time job may not be for you.

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How do you find a job?

- YES Now Hiring List
- Cold Calling
- Now Hiring Signs
- Walk in and ask
- Craigslist/Online
- Ask friends/family/network
- Snagajob/Careerbuilder
- Job Board/Agency

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Cast a Wide Net

- Don't limit yourself to one workplace/kind of job that you're interested in.
- Any job you can get will pay you money and teach you valuable skills.
- You are at the very beginning of your working life. Until you gain work experience, try not to be too picky about where you will work. Doing so will only limit yourself.

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Gathering your Information

- Applications are like open book tests. You have the time and resources to find the information you need.
 - **Upside:** You have the ability to fill out an application perfectly
 - **Downside:** Expectations are high and mistakes will count heavily against you
- Before you begin filling out an application, make sure you have all the information you need, including your past work info, your available schedule, and the names and contact information for your references.

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Use a Fact Sheet

- Job Applications will look different from one another, but they all ask for a lot of the same information.
- By filling out a fact sheet once, you have a resource you can use to speed up every job application you fill out.
- Because most job applications have a lot in common, it will save you time if you apply to several in one sitting.

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Keys to Success

- Don't be intimidated.
- Take your time.
- Use practice copies.
- Find out the information you don't know.

Application Tips

- Use your best handwriting and blue/black ink. No pencil.
- Don't leave sections blank. If it doesn't apply to you, simply write N/A.
- Double check for misspellings/typos.
- For detailed questions, draft your answer on a separate sheet.
- Give the broadest possible schedule of availability. It doesn't mean you will work all of those hours.
- If you don't know the position title of the job you're applying for, call and ask or try to find out online.
- Where the application asks your graduation year, you can write "Graduation Expected" and then the year you plan on graduating.

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Online Applications

- Make sure you capitalize the first word of each field and any names or proper nouns
- If the application gives you the opportunity to create an account and save your work, always do so.
- Some online applications have an assessment section where they ask you a series of questions. Make sure you budget enough time for these assessments.
- When answering assessment questions, always think from the perspective of the employer.

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What is a Resume?

- Think of a resume as a personal marketing document. You use it to sell your skills to a business or company.
- Resumes can be used in addition to applications or whenever requested, but they do not replace a required application.
- Resumes give you an advantage because YOU control what information is included and how it is laid out.
- You will use resumes for more than just jobs: Colleges, scholarships, internships, and housing companies all ask for resumes.

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BETHANY S. PETERS
3495 Flower Avenue
Binghamton, NY 13902
(607) 734-5432

EDUCATION
Union Endicott High School, Endicott, NY
Regents Diploma expected June 2002
GPA: 94.12%

LEADERSHIP
Union Endicott High School
Foreign Student Coordinator
• Initiated social functions to help acclimate foreign students to American culture
Filed to Friend Program
• Started successful membership program between high school students and fifth graders

NYSY (National Conference of Synagogue Youth)
National Vice President of Education
• Planned and followed through with educational programs for 10,000 participants
Regional Vice President of Junior NYSY
• Arranged events and weekend conventions for 125 members

EMPLOYMENT
Press & Sun Bulletin, Columnist, Reporter, Binghamton, NY (Summer 2000)
• Wrote column in Binghamton, NY newspaper addressing 007terrorism
• Researched topics and wrote articles on teen interests including how to deal with grief

COMMUNITY SERVICE
Binghamton General Hospital, Binghamton, NY
• Contributed 500+ hours in pediatrics, orthopedics, respiratory, radiology, surgical, ER
• Hypothesized on future market situations.
• Gained overview of investment diversification by managing simulated portfolio.

Clayton Avenue Elementary School, Teachers Aid, Vestal, NY
• Assisted teacher by providing instruction to groups and one-on-one.
Worked in community agencies: *Volunteers of America* and *Salvation Army* soup kitchen

SKILLS
• Proficient in Hebrew and French
• Working knowledge of Russian and Spanish
• Computer Literate

REFERENCES AVAILABLE UPON REQUEST

- ← Contact info at the top
- ← Leads with education, says "Graduation Expected"
- ← Work Experience is limited, so leadership is emphasized
- ← Saying "Summer" makes it clear that the job was temporary in nature and she wasn't fired
- ← Volunteer experience and special skills count, especially when you don't have a long work history. Just keep your skills list somewhat relevant to the jobs you're applying for.

Sample High School Student Resume

DAN JENNINGS
 Ygnacio Valley / Deer Valley / Richmond High Schools
 e-mail: djennings@hotmail.com

OBJECTIVE: To obtain a position in the automotive service industry.

EDUCATION: Hoover High School San Diego, CA
 Expected Graduation Date: June 2006
 Grade Point Average: 3.0

EXPERIENCE: Food Service Worker Present-September 2004
 McDonald's Restaurant San Diego, CA
 Provided excellent customer service, operated cash registers, maintained a sanitary work area, prepared food and refilled lobby items as necessary.

VOLUNTEER WORK: Rowan Child Development Center Summer 2005
 Performed office work, such as data processing, provided clerical services and general help as necessary.

AWARDS: Airplane Construction Summer 2004
 Del Mar Fair Special Award

ACTIVITIES: Hoover High School Baseball Team 2004-2002
 HOSA Club 2002
 Mid-City Police Department Volunteer Summer 2005

REFERENCES: Available upon request.

← Contact info at the top, including a professional email address.

← Includes expected graduation date

← Brief description of work duties

← Volunteer experience and awards should always follow paid work experience

← Extracurricular activities can help bulk up your resume and show that you go above and beyond the basic requirements

Formatting your Resume



KIM COSTA
 Certified Professional Resume Writer

snagajob

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References



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References Sum-Up

- You don't need to put references on your resume, but be prepared to provide them if asked.
- References should be adults not related to you who know you pretty well and can speak to your professionalism (teachers, old supervisors, YES Reps, etc)
- Always let your references know you're using them so they can be prepared to be contacted.

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Cover Letters



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After the App

- Hiring managers may be calling you or emailing you for an interview, so it is **critical** that you are checking your email regularly and answering your calls. Your email address **must** be appropriate and your voicemail box must be setup, not full, and have an appropriate greeting.
- Remember: hiring managers have a lot of incoming applications and at this stage are looking for an excuse to eliminate you, so don't give them one!
- If you haven't heard from anyone and it's been a week since you applied, call the business and say "Hi, my name is _____. I applied for a position here on (date) and I'm calling to check the status of my application"

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Questions?

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