

**Daly City**

271 92<sup>nd</sup> Street  
Daly City, CA 94015  
Ph. 650-301-8434  
Fax 650-757-3224

**San Mateo Adult School-**

**Satellite office**

789 East Poplar Ave.  
San Mateo, CA 94402  
Ph. 650-301-8434  
(No Representative on-site)

**Belmont**

400 Harbor Blvd., Bldg. B  
Belmont, CA 94002  
Ph. 650-802-6534  
Fax 650-508-0782

**Redwood City-**

**Satellite office**

2500 Middlefield Rd  
Redwood City, CA 94063  
Ph. 650-802-6534  
(No Representative on-site)

**Email**

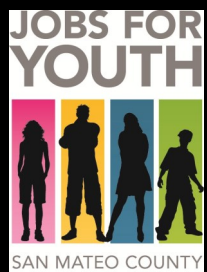
**Jobsforyouth@smcgov.org**



**Website**

**<http://hsa.smcgov.org/jobs-youth>**





# Internship opportunity

## Non-paid internships (14-21 years)

A 3-month opportunity for JFY participants. Youth will learn important job skills; receive a letter of recommendation, and a resume highlighting their skills and qualifications.

(Available year round, flexible schedule)

**For more information, please call your nearest location**

**Daly City office– 650-301-8434**

**Belmont– 650-802-6534**



## Summer paid internships (18-21 years)

A 10-week summer program offered to JFY participants who would like to work for the County of San Mateo. Positions can include office support or working on special projects. Positions are located throughout several County departments. Position pays \$12/hr. Recruitment begins in April.

# JOBS FOR YOUTH



SAN MATEO COUNTY

Dear Parent or Guardian,

Thank you for allowing your teen to participate in the **Jobs for Youth** program. During our workshop your child was taught how to properly fill out a job application, how to create a resume, and how to present themselves during an employment interview. As an additional service, we have provided all participants with volunteer, Internship, and/or Job opportunities to pursue.

At **Jobs for Youth** we are dedicated to assisting students in attaining employment goals; however, the key to reaching their employment goals is a collaborative effort. While we understand that young people have busy schedules, it is their responsibility to follow through with any opportunities brought to their attention. We are more than willing to assist in the process of searching, applying and interviewing for a job and need our students to take the initiative to follow through with the employment process.

As a participant in this worthwhile program, your son/daughter has been automatically opt-in to receive job postings via text and email. They may opt-out at any time. Your son/daughter can also access employment services at any of the **Jobs for Youth** offices throughout San Mateo County.

**We are asking our participants to notify Jobs for Youth once they have found employment.** To continue working with the youth in the community and maximize their job-search efforts, we need additional support from our participants and parents. **Please notify us of your son/daughter's job status via email, text, or telephone (see below for contact information).**

If you have any questions, please feel free to contact a **Jobs for Youth** Specialist nearest you.

**Daly City/San Mateo**

271 92<sup>nd</sup> Street

Daly City, CA 94015

Phone: (650) 301-8434

Fax: (650) 757-3224

[jobsforyouth@smchsa.org](mailto:jobsforyouth@smchsa.org)

**Belmont/Redwood City**

400 Harbor Blvd., Bldg. B

Belmont, CA 94002

Ph. 650-802-6534

Fax 650-508-0782

[jobsforyouth@smchsa.org](mailto:jobsforyouth@smchsa.org)

**THE**

**JOB**



**APPLICATION**



# Job Application



## 10 important rules about the job application form

1. Read the question first.
2. Print neatly in blue or black ink.
3. Make sure your application is neat and everyone can read your writing; no cross outs.
4. Complete all information, write N/A if it doesn't apply to you.

5. Write three specific duties in phrases under duties section.
6. Write open for desired salary.
7. Write in only month and year under date started/ended

8. Turn in job application without any creases. Do not fold the application.
9. Most recent job is always first in employment history.
10. Sign and date the job application.

## Appropriate Reasons for Leaving

**Seeking advancement**

**Career change**

**Seasonal/temporary**

**Relocation**

**Reduction in force**

**Business closed**

**Job ended** (instead of fired)

**Conflicted with school hours**

**Present** (means that you are still working there)

**Must follow-up on an application every time you turn one in.  
Refer to "speaking to employers" sheet pg.7 for more details.**

# Speaking to Employers

**\*\*\*MAKE SURE YOU ARE DRESSED APPROPRIATELY WHEN APPROACHING EM-**

## What to say when getting the application



**Applicant:** Hi, can I get a job application?

**Employer:** Sure

**Applicant:** Can I get the name of the hiring manager so that I know who to follow up with?

**Employer:** Sure. His name is Dave. (you must remember the name and write it down)

## Call the employer to follow up on application



**Applicant:** Hi, my name is \_\_\_\_\_. I turned in my  
Your name  
Application on \_\_\_\_\_ and I'm just following  
Day you turned application in  
up on the status of it. May I please speak to \_\_\_\_\_.  
Hiring manager

**Employer:** Sure. Please hold while I transfer you to \_\_\_\_\_.  
Hiring manager

**Applicant:** Thank you.

**Employer:** Hi, this is Dave. How can I help you?

**Applicant:** Hi my name is \_\_\_\_\_, and I had recently turned in  
Your name  
my application and I was wondering if you had the chance to review it yet?

**Employer:** I'm sorry, I've been so busy this week and I haven't had the opportunity to look at the applications. Why don't you try calling back next week.

**Applicant:** I sure will. Thank you for your time.

# Sample Application for Students with Volunteer Experience

## Volunteer History

**Most recent volunteer work goes first. (community service or volunteer goes here)**

(Examples: If no work history - Teacher's Aide, Tutor, Babysitter/Childcare Provider, Yard Work. See sample applications).

VOLUNTEER

Name of Employer: <i>Boys &amp; Girls Club</i>	Job Title: <i>Recreational Assistant</i>	Date Started: <i>May 2005</i>	Date Ended: <i>Present</i> <small>(means that you are still working there)</small>
	Duties: <i>Assist youth with</i>		
	Address: <i>201 West Orange Avenue</i>	Supervisor's Name: <i>Linda Miller</i>	
	City, State, Zip: <i>South San Francisco, CA 94080</i>	Starting Salary: <i>N/A or VOLUNTEER</i> <small>(means that you did not get paid)</small>	
Phone number: <i>650-589-7090</i>		Reason for leaving: (choose one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, <u>job ended</u> , conflicted with school hours (no longer a problem), present.	

### Previous employer

VOLUNTEER

Name of Employer: <i>Jefferson High School</i>	Job Title: <i>Teacher's Assistant</i>	Date Started: <i>September 2004</i>	Date Ended: <i>April 2005</i>
	Duties: <i>Collected papers,</i>		
Address: <i>6996 Mission Boulevard</i>	<i>made copies, ran errands,</i>	Supervisor's Name: <i>Peter Doyle</i>	
City, State, Zip: <i>Daly City, CA 94015</i>	<i>distributed papers to</i>	Starting Salary: <i>N/A or VOLUNTEER</i> <small>(means that you did not get paid)</small>	Ending Salary: <i>N/A or VOLUNTEER</i> <small>(means that you did not get paid)</small>
Phone number: <i>650-550-7700</i>		Reason for leaving: (choose one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, <u>job ended</u> , conflicted with school hours (no longer a problem), present.	

### Previous employer

VOLUNTEER

Name of Employer: <i>Jefferson High School</i>	Job Title: <i>Assistant Coach</i>	Date Started: <i>September 2003</i>	Date Ended: <i>May 2004</i>
	Duties: <i>Assisted in</i>		
Address: <i>6996 Mission Street</i>	<i>training and recruiting,</i>	Supervisor's Name: <i>Brenda King</i>	
City, State, Zip: <i>Daly City, CA 94015</i>	<i>responsible for keeping</i>	Starting Salary: <i>N/A or VOLUNTEER</i>	Ending Salary: <i>N/A or VOLUNTEER</i>
Phone number: <i>650-550-7700</i>		Reason for leaving: (choose one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, <u>job ended</u> , conflicted with school hours (no longer a problem), present.	

## Other Activities, Certificates, & Awards (Please list any Clubs, Sports, School Activities, etc.)

Examples: Basketball, Baseball, Football, Cheerleading, Yearbook Committee, Student Government (include position held), Latin Club, Tutor (include subject - English, Spanish, Algebra, etc.), Honor Roll.



**Availability:** What days and times can you work? (NOTE: "OPEN" MEANS ANYTIME ON JOB APPLICATIONS)

SUN	MON	TUES	WED	THUR	FRI	SAT
OPEN	4 PM	N/A	4 PM	5 PM	N/A	OPEN
OPEN	8 PM	N/A	8 PM	9 PM	N/A	OPEN

## References

(Examples: Past Supervisors, Coaches, Teachers, Career Counselors, Church Pastor, etc.)

Name of Person: <i>Ms. Linda Miller</i>	Phone # <i>650-589-7090</i>	Business <i>After school program</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Peter Doyle</i>	Phone # <i>650-555-5555</i>	Business <i>Education</i>	Relationship to you <i>Teacher</i>
Name of Person: <i>Brenda King</i>	Phone # <i>650-555-5554</i>	Business <i>Education</i>	Relationship to you <i>Coach</i>

**TRANSPORTATION:** CAR ☒ BUS ☒ OTHER \_\_\_\_\_ LOWEST WAGE WILL ACCEPT OPEN

**TYPE OF WORK SEEKING** RETAIL, OPEN

(EXAMPLE: CHILDCARE, RETAIL, FAST FOOD, ETC. IF THERE'S NO PREFERENCE WRITE "OPEN")

DO YOU HAVE A CALIFORNIA DRIVERS LICENSE? NO HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO

## Education

School	Name & Address	Last Year Completed (circle)	Degree Received	Subjects / Major
High School	<i>Jefferson High School</i>	1   2   3 <u>4</u>	If not graduated yet, write <i>N/A</i> , <i>Still Attending</i> , or <i>Graduated (Month/Year)</i>	If in high school, write <i>General Education</i>
	<i>6996 Mission Boulevard</i>			
	<i>Daly City, CA 94015</i>			
College	<i>N/A</i>	1   2   3   4		
Other (Training Classes)	<i>ROP (Regional Occupational Program)</i>	<u>1</u> 2   3   4	If you earned a certificate, write it here: <i>Certificate</i>	<i>Completion of MS Office</i>
	<i>271 - 92<sup>nd</sup> Street</i>			
	<i>Daly City, CA 94015</i>			

## Additional Information to include on job applications:

### Skills / Qualities

- |   |                                      |   |   |  |                                       |
|---|--------------------------------------|---|---|--|---------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Team Player | <input type="checkbox"/> Child Care (babysitting)                       | <input type="checkbox"/> Stock/Inventory        | <input type="checkbox"/> Hard-working              | <input type="checkbox"/> Leadership   |
| <input type="checkbox"/> Cash handling    | <input type="checkbox"/> Organized   | <input type="checkbox"/> Punctual                                       | <input type="checkbox"/> Answer phones          | <input type="checkbox"/> File documents            | <input type="checkbox"/> Supervision  |
| <input type="checkbox"/> Quick learner    | <input type="checkbox"/> Bilingual   | <input type="checkbox"/> Knowledgeable with office machines (fax, copy) | <input type="checkbox"/> Housekeeping/ cleaning | <input type="checkbox"/> Warehouse                 |                                       |
| <input type="checkbox"/> Computer skills  | <input type="checkbox"/> Tutor       | <input type="checkbox"/> Data entry                                     | <input type="checkbox"/> Landscape/Yard work    | <input type="checkbox"/> Works well under pressure | <input type="checkbox"/> Flexible     |
| <input type="checkbox"/> Takes initiative | <input type="checkbox"/> Sales       | <input type="checkbox"/> Positive attitude                              | <input type="checkbox"/> Detail-oriented        | <input type="checkbox"/> Follows direction well    | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Reliable         | <input type="checkbox"/> Committed   | <input type="checkbox"/> Dependable                                     | <input type="checkbox"/> Mechanically inclined  | <input type="checkbox"/> Responsible               | <input type="checkbox"/> Independent  |

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Sample Application for Students with No Job Experience

## Volunteer History

**Most recent work goes first (include community service and volunteer work).**

(Examples: Volunteer Work Supervisors, Teacher's Aide, Tutor (include subject), Babysitter/Childcare Provider, Yard Work. See sample applications).

BABYSITTING JOB

Name of Employer: <i>Self-employed</i>	Job Title: <i>Childcare Provider</i>	Date Started: <i>May 2003</i>	Date Ended: <i>Present</i> <small>(means that you are still working there)</small>
	Duties: <i>Supervise</i>		
Address: <i>412 Woodrow Street</i>	<i>siblings (2 and 4 years old), feed and play</i>	Supervisor's Name: <i>N/A</i>	
City, State, Zip: <i>South San Francisco, CA 94080</i>	<i>with them, bathe them, maintain safety.</i>	Starting Salary: <i>N/A or write pay amount</i> <small>(means that you did not get paid)</small>	Ending Salary: <i>N/A or write pay amount</i> <small>(means that you did not get paid)</small>
Phone number: <i>650-555-5555</i>		Reason for leaving: (circle one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), <u>present</u> .	

**Previous employer**

GARDENING JOB

Name of Employer: <i>Self-employed</i>	Job Title: <i>Landscaper</i>	Date Started: <i>June 2004</i>	Date Ended: <i>August 2004</i>
	Duties: <i>Trimmed bushes, mowed lawns, raked leaves, cleaned up debris,</i>		
Address: <i>Various sites</i>	<i>fertilized plants.</i>	Supervisor's Name: <i>N/A</i>	
City, State, Zip: <i>Daly City, CA 94015</i>		Starting Salary: <i>\$20/day</i>	Ending Salary: <i>\$20/day</i>
Phone number: <i>650-555-5555</i>		Reason for leaving: (circle one) seeking advancement, temporary, <u>career change</u> , relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), school resumed.	

**Previous employer**

HELPING FAMILY MEMBER AT JOB

Name of Employer: <i>Myers &amp; Associates, Inc.</i>	Job Title: <i>Personal Assistant</i>	Date Started: <i>January 2004</i>	Date Ended: <i>June 2004</i>
	Duties: <i>Filed paperwork, organized office supplies, scheduled appointments,</i>		
Address: <i>498 Mission Street</i>	<i>cleaned up work area.</i>	Supervisor's Name: <i>Rita Myers</i>	
City, State, Zip: <i>Daly City, CA 94015</i>		Starting Salary: <i>\$7.00/hr</i>	Ending Salary: <i>\$7.00/hr</i>
Phone number: <i>(650) 555-5555</i>		Reason for leaving: (circle one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, <u>job ended</u> , conflicted with school hours (no longer a problem), school resumed.	

**Other Activities, Certificates, & Awards (Please list any Clubs, Sports, School Activities, etc.)**

Examples: Basketball, Baseball, Football, Cheerleading, Yearbook Committee, Student Government (include position held), Latin Club, Tutor (include subject - English, Spanish, Algebra, etc.), Honor Roll.

**Availability:** What days and times can you work? (NOTE: "OPEN" MEANS ANYTIME ON JOB APPLICATIONS)

SUN	MON	TUES	WED	THUR	FRI	SAT
OPEN	4 PM	N/A	5 PM	5 PM	4 PM	OPEN
OPEN	9 PM	N/A	8 PM	8 PM	7 PM	OPEN

## References

(Examples: Coaches, Teachers, Past Supervisors, Career Counselors, Church Pastor, etc.)

Name of Person: <i>Ms. Tiffany Dene</i>	Phone # <i>650-555-5555</i>	Business <i>Education</i>	Relationship to you <i>Teacher</i>
Name of Person: <i>Rita Myers</i>	Phone # <i>650-555-5555</i>	Business <i>Marketing</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Dave Riley</i>	Phone # <i>650-555-5554</i>	Business <i>Education</i>	Relationship to you <i>Coach</i>

**TRANSPORTATION:** CAR / BUS / OTHER \_\_\_\_\_ LOWEST WAGE WILL ACCEPT OPEN

**TYPE OF WORK SEEKING** Cashier, Grocery Store,

(EXAMPLE: CHILDCARE, RETAIL, FAST FOOD, ETC. IF THERE'S NO PREFERENCE WRITE "OPEN")

DO YOU HAVE A CALIFORNIA DRIVERS LICENSE? NO HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO

## Education

School	Name & Address	Last Year Completed (circle)	Degree Received	Subjects / Major
High School	<i>South San Francisco High School</i>	1   2   3 <u>4</u>	If not graduated yet, write <u>Still Attending, N/A</u> or <u>Graduated (Month/Year)</u>	If in high school, write <u>General Education</u>
	<i>400 B Street</i>			
	<i>South San Francisco, CA 94080</i>			
College	<i>N/A</i>	1   2   3   4		
Other (Training Classes)	<i>ROP (Regional Occupational Program)</i>	<u>1</u> 2   3   4	If you earned a certificate, write it here: <i>Certificate</i>	<i>Completion of MS Office</i>
	<i>271 - 92<sup>nd</sup> Street</i>			
	<i>Daly City, CA 94015</i>			

## Additional Information to include on job applications:

### Skills / Qualities

- |   |                                      |   |   |  |                                       |
|---|--------------------------------------|---|---|--|---------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Team Player | <input type="checkbox"/> Child Care (babysitting)                       | <input type="checkbox"/> Stock/Inventory        | <input type="checkbox"/> Hard-working              | <input type="checkbox"/> Leadership   |
| <input type="checkbox"/> Cash handling    | <input type="checkbox"/> Organized   | <input type="checkbox"/> Punctual                                       | <input type="checkbox"/> Answer phones          | <input type="checkbox"/> File documents            | <input type="checkbox"/> Supervision  |
| <input type="checkbox"/> Quick learner    | <input type="checkbox"/> Bilingual   | <input type="checkbox"/> Knowledgeable with office machines (fax, copy) | <input type="checkbox"/> Housekeeping/ cleaning | <input type="checkbox"/> Warehouse                 |                                       |
| <input type="checkbox"/> Computer skills  | <input type="checkbox"/> Tutor       | <input type="checkbox"/> Data entry                                     | <input type="checkbox"/> Landscape/Yard work    | <input type="checkbox"/> Works well under pressure | <input type="checkbox"/> Flexible     |
| <input type="checkbox"/> Takes initiative | <input type="checkbox"/> Sales       | <input type="checkbox"/> Positive attitude                              | <input type="checkbox"/> Detail-oriented        | <input type="checkbox"/> Follows direction well    | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Reliable         | <input type="checkbox"/> Committed   | <input type="checkbox"/> Dependable                                     | <input type="checkbox"/> Mechanically inclined  | <input type="checkbox"/> Responsible               | <input type="checkbox"/> Independent  |

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Sample Application for Students with Job Experience

## Employment History

**Most recent employer goes first (include relevant community service and volunteer work).**

(Examples: Cashier, Customer Service Representative, Teacher's Aide, Sales Floor Representative, Receptionist. See sample applications).

Name of Employer: <i>Target</i>	Job Title: <i>Team Member</i>	Date Started: <i>May 2005</i>	Date Ended: <i>Present</i> <small>(means that you are still working there)</small>
	Duties: <i>Organize</i>		
Address: <i>4519 Yellow Pine Drive</i>	<i>stock room and shelves,</i>	Supervisor's Name: <i>Vicky Luna</i>	
	<i>take inventory weekly,</i>		
City, State, Zip: <i>Colma, CA 94014</i>	<i>customer service, cash</i>	Starting Salary: <i>\$8.00 p/hr.</i>	Ending Salary: <i>\$8.00 p/hr.</i>
	<i>handling, assist in training</i>		
Phone number: <i>650-555-5555</i>	<i>of new hires.</i>	Reason for leaving: (circle one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), present.	

### Previous employer

Name of Employer: <i>Macy's</i>	Job Title: <i>Sales Associate</i>	Date Started: <i>June 2004</i>	Date Ended: <i>March 2005</i>
	Duties: <i>Customer service,</i>		
Address: <i>41 Serramonte Boulevard</i>	<i>cash handling, educated</i>	Supervisor's Name: <i>Dale Cane</i>	
	<i>customers on products,</i>		
City, State, Zip: <i>Daly City, CA 94015</i>	<i>regularly attended</i>	Starting Salary: <i>\$7.00 p/hr.</i>	Ending Salary: <i>\$7.75 p/hr.</i>
	<i>trainings, organized store</i>		
Phone number: <i>650-555-5555</i>	<i>merchandise.</i>	Reason for leaving: (circle one) <u>seeking advancement</u> , temporary, career change, relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), school resumed.	

### Previous employer

Name of Employer: <i>Carmen's Hair Salon</i>	Job Title: <i>Front Desk Clerk</i>	Date Started: <i>January 2004</i>	Date Ended: <i>June 2004</i>
	Duties: <i>Greeted and</i>		
Address: <i>778 Happy Circle</i>	<i>directed clients, scheduled</i>	Supervisor's Name: <i>Jill Australia</i>	
	<i>appointments,</i>		
	<i>cleaned, handled phones,</i>		
City, State, Zip: <i>San Mateo, CA, 94402</i>	<i>fax, client database,</i>	Starting Salary: <i>Volunteer</i>	Ending Salary: <i>Volunteer</i>
	<i>and filing.</i>		
Phone number: <i>650-555-5555</i>		Reason for leaving: (circle one) seeking advancement, <u>temporary</u> , career change, relocated, reduction in force, business closed, job ended, conflicted with school hours (no longer a problem), school resumed.	

**Other Activities, Certificates, & Awards (Please list any Clubs, Sports, School Activities, etc.)**

Examples: Basketball, Baseball, Football, Cheerleading, Yearbook Committee, Student Government (include position held), Latin Club, Tutor (include subject - English, Spanish, Algebra, etc.), Honor Roll.



**Availability:** What days and times can you work? (NOTE: "OPEN" MEANS ANYTIME ON JOB APPLICATIONS)

SUN	MON	TUES	WED	THUR	FRI	SAT
OPEN	4PM	4PM	4PM	4PM	4PM	OPEN
OPEN	9PM	9PM	9PM	9PM	OPEN	OPEN

### References

(Examples: Past Supervisors, Coaches, Teachers, Career Counselors, Church Pastor, etc.)

Name of Person: <i>Vicky Luna</i>	Phone # <i>650-555-5555</i>	Business <i>Retail</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Dale Cane</i>	Phone # <i>650-555-5555</i>	Business <i>Retail</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Jill Australia</i>	Phone # <i>650-555-5555</i>	Business <i>Cosmetology</i>	Relationship to you <i>Supervisor</i>

**TRANSPORTATION:** CAR   J   BUS   J   OTHER            LOWEST WAGE WILL ACCEPT OPEN

**TYPE OF WORK SEEKING** Administrative, Customer Service

(EXAMPLE: CHILDCARE, RETAIL, FAST FOOD, ETC. IF THERE'S NO PREFERENCE WRITE "OPEN")

DO YOU HAVE A CALIFORNIA DRIVERS LICENSE? NO HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO

### Education

School	Name & Address	Last Year Completed (circle)	Degree Received	Subjects / Major
High School	<i>South San Francisco High School</i>	1    2    3 <u>4</u>	If not graduated yet, write <u>Still Attending</u> , OR <u>Graduated</u> (Month/Year)	If in high school, write <u>General Education</u>
	<i>400 B Street</i>			
	<i>South San Francisco, CA 94080</i>			
College	<i>Cañada Community College</i>	<u>1</u> 2    3    4	If not graduated yet, write <u>Still Attending</u> , OR <u>Graduated</u> (Month/Year)	Spanish, Speech Communication
	<i>4200 Farmhill Boulevard</i>			
	<i>Redwood City, CA 94061</i>			
Other (Training Classes)	<i>ROP (Regional Occupational Program)</i>	<u>1</u> 2    3    4	If you earned a certificate, write it here: <i>Certificate</i>	<i>Completion of MS Office</i>
	<i>271 - 92<sup>nd</sup> Street</i>			
	<i>Daly City, CA 94015</i>			

### Additional Information to include on job applications:

#### Skills / Qualities

- |   |                                      |   |   |  |                                       |
|---|--------------------------------------|---|---|--|---------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Team Player | <input type="checkbox"/> Child Care (babysitting)                       | <input type="checkbox"/> Stock/Inventory        | <input type="checkbox"/> Hard-working              | <input type="checkbox"/> Leadership   |
| <input type="checkbox"/> Cash handling    | <input type="checkbox"/> Organized   | <input type="checkbox"/> Punctual                                       | <input type="checkbox"/> Answer phones          | <input type="checkbox"/> File documents            | <input type="checkbox"/> Supervision  |
| <input type="checkbox"/> Quick learner    | <input type="checkbox"/> Bilingual   | <input type="checkbox"/> Knowledgeable with office machines (fax, copy) | <input type="checkbox"/> Housekeeping/ cleaning | <input type="checkbox"/> Warehouse                 |                                       |
| <input type="checkbox"/> Computer skills  | <input type="checkbox"/> Tutor       | <input type="checkbox"/> Data entry                                     | <input type="checkbox"/> Landscape/Yard work    | <input type="checkbox"/> Works well under pressure | <input type="checkbox"/> Flexible     |
| <input type="checkbox"/> Takes initiative | <input type="checkbox"/> Sales       | <input type="checkbox"/> Positive attitude                              | <input type="checkbox"/> Detail-oriented        | <input type="checkbox"/> Follows direction well    | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Reliable         | <input type="checkbox"/> Committed   | <input type="checkbox"/> Dependable                                     | <input type="checkbox"/> Mechanically inclined  | <input type="checkbox"/> Responsible               | <input type="checkbox"/> Independent  |

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Master Application

Use this application to copy onto store applications

Name \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
Last Name First Name (to text job information only)  
 Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M ☐ F ☐  
 Email \_\_\_\_\_  
(For job purposes only)

As a participant of the Jobs for Youth program we want you to be successful in your job search. You are automatically opt-in to receive job listings via email and text. You have the opportunity to opt-out anytime.

## Students under 18 please complete:

Parent/Guardian Name \_\_\_\_\_ Cell Number \_\_\_\_\_  
 Relation \_\_\_\_\_ Email \_\_\_\_\_

## Employment/Volunteer History

### Most recent employer goes first (include community and/or volunteer work)

(Examples: if no work history: Teacher's Aide, Tutor, Babysitter/Childcare Provider, Yard Work, etc. See sample applications in THE JOB APPLICATION packet).

Name of Employer:	Job Title:	Date started:	Date Ended:
	Duties:		
Address:		Supervisor's Name:	
City, State, Zip:		Starting Salary:	Ending Salary:
		Write N/A if volunteer work	Write N/A if volunteer work
Phone number:		Reason for leaving:	

### Previous employer

Name of Employer:	Job Title:	Date started:	Date Ended:
	Duties:		
Address:		Supervisor's Name:	
City, State, Zip:		Starting Salary:	Ending Salary:
Phone number:		Reason for leaving:	

**Extra Curricular Activities:** (Please list any Clubs, Sports, School Activities, etc.)

**Availability:** What days and times can you work?

	SUN	MON	TUES	WED	THUR	FRI	SAT
From							
To							

**References**

(Examples: Coaches, Teachers, Past Supervisors, Career Counselors, Church Pastor, etc.)

Name of Person:	Phone #	Business	Relationship to you
Name of Person:	Phone #	Business	Relationship to you
Name of Person:	Phone #	Business	Relationship to you

LOWEST WAGE WILL ACCEPT \_\_\_\_\_ PER HR DO YOU HAVE A CALIFORNIA DRIVERS LICENSE? \_\_\_\_\_  
 TYPE OF WORK SEEKING \_\_\_\_\_ HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_  
 (I.E.: CHILDCARE, RETAIL, FAST FOOD, etc.)

**Education**

School	Name & Address	Last Year Completed (circle)				Degree Received	Subjects / Major
High School/ GED School		1	2	3	4	If not graduated yet, write <u>Still Attending</u> or <u>Graduated</u> (Month/Year)	If in high school, write <u>General Education</u>
College		1	2	3	4		

**Additional Information:**

For funding purposes, we are gathering background information from the youth that we serve. Please answer the following questions as best as you can. All information will be kept confidential.

- Are you part of the lunch program at school? ☐ Yes ☐ No
- Did you ever dropout of high school? ☐ Yes ☐ No
- Do you have a current Individual Educational Plan (IEP) at school? ☐ Yes ☐ No
- Are you currently in the Independent Living Program (ILP) ☐ Yes ☐ No
- Do or did you have foster parents? ☐ Yes ☐ No
- Do you have any kids of your own? ☐ Yes ☐ No
- Have you ever stayed in emergency housing? ☐ Yes ☐ No
- Have you ever been on probation? ☐ Yes ☐ No
- Please specify your ethnicity: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander ☐ White/Caucasian ☐ Hispanic or Latino
- How did you hear about us? ☐ Friend ☐ School ☐ Parent ☐ On-line ☐ TV ☐ Newspaper ☐ Job fair

Signature \_\_\_\_\_

Date \_\_\_\_\_



# The Job Interview





# What to wear

**Dress appropriately:  
wear a clean button  
up collared shirt and  
slacks (no jeans)**

**Do not  
sag your  
pants.**

**Do not use  
strong cologne  
or perfume.**

**Wear clean dress  
shoes (boots are  
okay, no tennis  
shoes).**

**Remove  
piercings**

## Don'ts

**Tuck in  
your shirt**

**Ensure you do not  
have any stains on  
your clothing**

**Groom yourself:  
shower, comb hair,  
brush teeth, etc.**



## Do's



# PREPARING FOR THE JOB INTERVIEW

## PREPARING YOURSELF AT HOME

- \* Eat something before your interview.
- \* Learn about the company you are applying to (review company website).
- \* Practice answering interview questions with friends or parents.
- \* View mock interviews on YouTube or other websites.
- \* Review application/resume.
- \* Prepare copies of your resume to give to the interviewer.



## RIGHT BEFORE THE INTERVIEW

- \* Turn cell phone off completely while waiting in the lobby room.



## TIPS

- \* Do not bring food in the interview room.
- \* Do not reschedule the interview, unless an emergency happens.
- \* Arrive early (10-15 minutes) to your interview (parking, traffic, rides from others, childcare).
- \* Call in advance if you will be running late (**note that this may hurt your chances of getting the job**).

# DURING THE JOB INTERVIEW

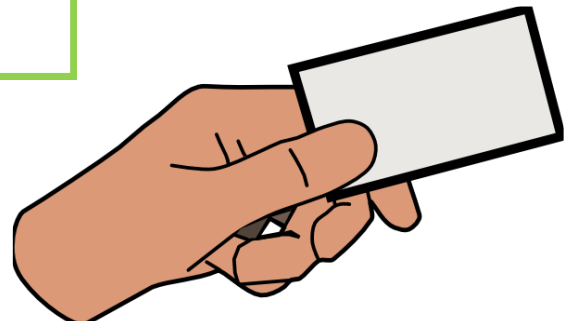
- Smile and introduce yourself.
- \* Give the employer a firm handshake at the beginning of the interview.
- Make eye contact and have good posture



- \* Only say good things to the employer (even if you hated your first job).
- \* Answer questions with examples. Refer to a story to show the example.
- \* Speak clearly and slowly; speak loud enough to be heard.
- \* If you don't understand a question, ask for clarification
- \* **Do not discuss pay** (unless they ask).

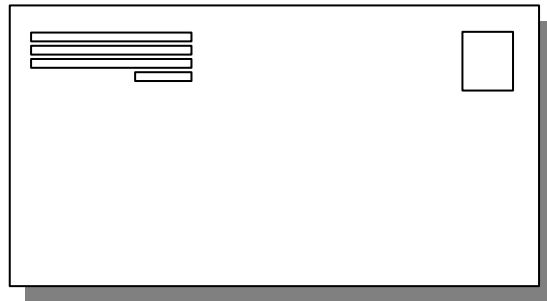
- \* You must ask questions at the end of the interview:
  - ⇒ *What is the schedule for this position? Is it flexible?*
  - ⇒ *Could you describe a typical day (or week) for this job?*
  - ⇒ *Is there a dress code?*

- \* Give the employer a firm handshake, smile, get a card/contact info, and thank him/her at the end of the interview.



# AFTER THE INTERVIEW

- \* Email the employer a thank you letter right after your interview (see sample thank you letter at the end of the interview section)
- \* Follow up with the employer for the status of your interview. If they have given you a specific date to follow up, contact the employer on that date. If no date was given, rule of thumb is to wait at least 4-5 business days before following up.



# Sample Interview Questions



## BE READY TO ANSWER THESE QUESTIONS

1. Tell me about yourself.

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2. What are your strengths? What are your weaknesses?

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3. Tell me about your last/current job.

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4. Why should I hire you instead of someone else?

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5. Do you have any questions?

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Thank the employer for their time! (Get business card/contact information for “thank you” letter.) Give them a firm handshake and smile!



# Sample Interview Answers !

## 1. Tell me about yourself.

Discuss your skills, work background, school or extra curricular.

### **Sample Response:**

*"I'm a hard worker and can juggle multiple things at once. During the week, I go to school, and participate in school government after school. On the weekends, I volunteer in the church choir and help babysit my younger siblings. I enjoy student government most because I'm the school treasurer and I get to learn how much money is on hand to host school events. We also coordinate*

## 3. What kind of work do you like to do?

Talk about the things you like to do when you are volunteering.

### **Sample Response:**

*"Since I haven't had much work experience, I'm still exploring the different types of work. When I volunteer at church, I like to organize the songs I choose. I put book marks on the songs, I like to write page numbers on the easel for everyone to see, and I like to help set up the chairs before the choir comes in."*

## 2. What would you say are your biggest strengths?

Say at least two or three things about yourself. You might say that you are responsible, organized, and/or dependable. Then state examples of each strength.

- *"I am responsible because I am punctual for school, I attend all of my classes, and I complete my homework and school projects on time.*

- *"I am very organized at work as I am responsible for alphabetizing all client files. I have also learned to color code client files for easy access for staff."*

- *"I am responsible because in my previous job I was never late to work, I completed all of my job duties such as inventory, clean up work area, and I was able to juggle school and extra-curricular activities at the same time."*

## 4. How would you be able to get to work everyday?

It's really best to let the employer know that you have several ways of getting to work- car, bus, etc. Employers really like the idea of public transportation because it shows that you have other means of transportation besides your family/friends bringing you to work.





# Sample Interview Answers !

## **5. What would you say are your biggest weaknesses? Or discuss a skill that you can improve on:**

### **Examples:**

- ♦ “I tend to get bored easily. I don’t like to just sit around so I find things to do to keep me busy like making collages and playing sports.”
- ♦ “A weakness I have is my lack of work experience. So, to gain more experience I started volunteering at the library.”
- ♦ “It’s difficult for me to say no to my super-

## **6. Tell me about your last current job.**

### **Discuss past work experience and volunteer experience.**

### **Sample Response:**

“I haven’t had much work experience except for volunteer experience that I’ve had with working with the church choir and coordinating school fundraisers. At my local church, I’m very prompt in attending choir practice and help the choir leader schedule practice, and help pick songs.”

## **7. Why should we hire you?**

The best approach here is to state your skills, experience and enthusiasm about the job.

*Do not say that you’re the best candidate. –*

**Tip:** if you had a previous job that relates to the position that you are applying for, let the employer know that it would take less time in training you because you’ve had previous

## **8. What kind of salary are you looking for?**

Find out what the going wages are for the job that you’re interested in (check out [salary.com](http://salary.com)). For your salary, take into account: bus fare each day, work

## **9. Do you have references? What would previous employers say about you?**

It’s great to have letters of recommendation and/or references to give to the employer. Talk to your previous employers, teachers, (in classes where you’ve done well), church leaders, or supervisors of volunteer work know that you’re applying for jobs and ask if it’s okay to list them as a reference. It helps to remind your references (if it’s been a long time) about the work you did with them to refresh their memory.

### **Sample Response:**

“Yes, I do have references and I can provide you with letters of recommendation. I worked as a teacher’s assistant for about 2 years, and my teacher would best describe me as organized, a team player, and responsible. I helped her file student assignments, organized the class-



# THANK YOU LETTER

## Template

[Your Name]  
[Street Address]  
[City, St Zip]  
[Optional – Email Address]

[Today's Date]

[Name of Recipient], [Title]  
[Company]  
[Address]  
[City, St Zip]

Dear [Name of Recipient], (Consider using Mr./Ms. and their last name)

[Introduction - Start your letter off by expressing sincere appreciation for the chance to interview for the position. Also, communicate your excitement and interest in the position.]

[Use this paragraph to highlight your skills or qualifications that make you ideal for the job. This is another chance to sell yourself.]

[Conclusion – Finish by reiterating your appreciation for the interview. You can also mention that you are looking forward to hearing from them or to the next step in the hiring process. Consider adding your phone number and indicating you would be willing to answer any additional questions. ]

Sincerely, [or Respectfully,]

(Signature)  
[Typed Name]

## Sample Thank You Letter

Jill Parkins  
123 Sixth St.  
Fresno, CA, 90568

August 7, 2014

Charles Miller, Store Manager  
Finish Line  
123 Jallard St  
Fresno, CA 90568

Dear Mr. Charles Miller:

Thank you for the opportunity to speak with you today. As we discussed, my two years of retail sales experience is a perfect fit for the sales associate position at Finish Line.

I enjoyed sharing my interests and skills with you that fits well with the company's goals. As I mentioned in the interview, I enjoy establishing rapport with customers, managing inventory, and setting up displays.

Feel free to contact me at 650-123-4568 should you have additional questions. I am very interested in the position and looking forward in hearing back from you. Thank you again for your time and consideration.

Regards,  
Jill Parkins



# Cover Letters

# and

# Resumes



# Cover Letters

You must fax, send, or email a cover letter and resume when applying for a position.

Your name

Mailing Address

City, State, Zip

Telephone Number(s)

Email address (must be business appropriate)

Today's Date

Contact Name, Position Title

Business/Store Name

Mailing Address

City, State, Zip code

Dear Contact Name, (if you don't know the name, use sir or madam)

Briefly say what position you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. Do not summarize your resume! You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g. call the employer or request that the reader contact you to set up an interview. Close by saying "Thank You".

Sincerely,

*Your handwritten signature*

Your name (typed)

Enclosure (attach your resume to this letter)

# Sample Cover Letter

Name

Address

City, State, Zip Code

Phone Number

Appropriate Business Email Address

October 17, 2015

Mr. Robert Morris (Hiring manager)

Morris Construction (Business name)

123 Harbor Road (Business address)

Paterson, WI 12345 (Business city, State, and zip code)

Dear Mr. Morris,

I would like to apply for the sales clerk position that was advertised by Jobs for Youth at Peninsula Works in Daly City. Next week I will graduate from Jefferson High School and could begin to work immediately. As you will note from the enclosed resume, during the past five months I have worked as a part time clerk at Safeway Food Store. My duties included stocking shelves, assisting customers and preparing orders for delivery. As a result of my experience with customers, I feel very qualified to fill your Sales Clerk position and would like to arrange an interview with you at your earliest convenience.

Thank You.

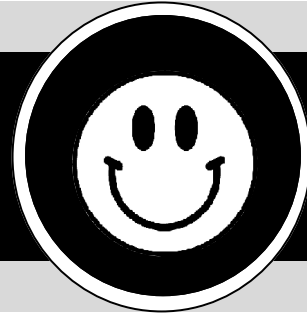
Sincerely,

*Your handwritten signature*

Type your name here

Enclosure (Attach your resume to this letter)

# Contact Information



Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

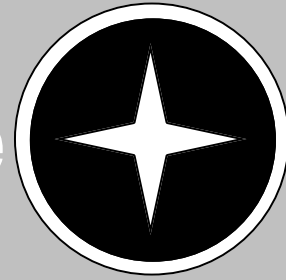
Home Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_



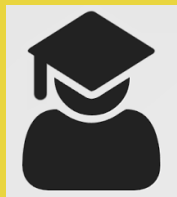
# My Resume



Contact Information



My Profile



Education



Employment & Volunteer Work

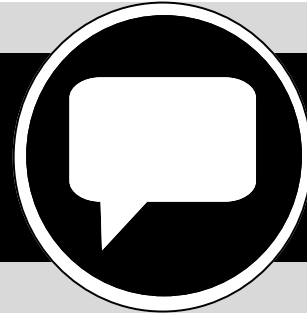


Skills



School Activities and Clubs

# My Profile



**A profile gives you the opportunity to present your strengths at the very beginning of the resume. Your profile must fit the specific job you are applying to. Resume profiles are the first advertisement of your skills and expertise that the employer will see. Create your profile below.**

## **Sample #1**

Personable and astute student with proven time management and collaboration skills developed from sporting and volunteer engagements. Strong interpersonal skills enhanced by taking part in school activities to develop confidence and communication abilities. Understanding of general employability skills and the importance of working as part of a team, learning from others and developing as a professional.

## **Sample #2**

An enthusiastic, dedicated and versatile young person with an outstanding academic background and excellent attitude to work. Highly motivated, reliable with experience in working in an office.

## **Sample #3**

Highly motivated student that pays attention to detail, and manages multiple projects simultaneously meeting its deadlines. Effective team player with exceptional communication and interpersonal skills.

Create your own profile

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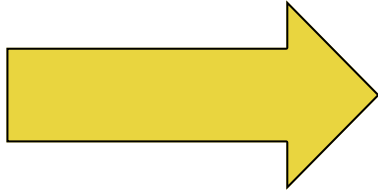
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## **Sample #4**

Recent graduate with a BA in economics. Excellent research, time management and problem solving skills. Highly organized with the ability to manage multiple projects and consistently meet deadlines. Ability to work quickly and efficiently with little supervision.



# Education



## High school

\_\_\_\_\_  
High School Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Graduation Date

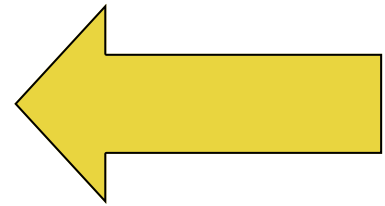
## College

\_\_\_\_\_  
College Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Degree

\_\_\_\_\_  
Graduation Date



## Other School

\_\_\_\_\_  
Other school name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Certificate

\_\_\_\_\_  
Graduation Date



# Employment and Volunteer Work



**In this section, complete all information about your past jobs/volunteer work. Remember to write down your most recent job/volunteer work information first.**

## Job/volunteer information

**Employer Name** \_\_\_\_\_

**Job title** \_\_\_\_\_

**Job duty 1** \_\_\_\_\_

**Job duty 2** \_\_\_\_\_

**Job duty 3** \_\_\_\_\_

**Job duty 4** \_\_\_\_\_

**Start date** \_\_\_\_\_ **End date** \_\_\_\_\_

Month/year

Month/Year



## Job/volunteer information

**Employer Name** \_\_\_\_\_

**Job title** \_\_\_\_\_

**Job duty 1** \_\_\_\_\_

**Job duty 2** \_\_\_\_\_

**Job duty 3** \_\_\_\_\_

**Job duty 4** \_\_\_\_\_

**Start date** \_\_\_\_\_ **End date** \_\_\_\_\_

Month/year

Month/Year

## Job information sample

**Employer Name** McDonalds

**Job title** Cashier

**Job duty 1** Take food and beverage orders

**Job duty 2** Handle cash

**Job duty 3** Prepare food and drinks

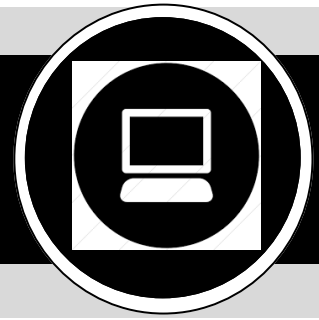
**Job duty 4** Customer Service

**Start date** 01/2013 **End date** present

Month/year

Month/Year

# Skills & Qualities



**Put a check mark next to each skill/quality that applies to you. Choose as many skills and qualities.**

☐ Customer Service    ☐ Team Player    ☐ Child Care (babysitting)    ☐ Stock/Inventory    ☐ Hard-working

☐ Leadership    ☐ Cash handling    ☐ Organized    ☐ Punctual    ☐ Answer phones

☐ File documents    ☐ Supervision    ☐ Quick learner    ☐ Warehouse    ☐ Tutor

☐ Data entry    ☐ Responsible    ☐ Works well under pressure    ☐ Dependable    ☐ Committed

☐ Flexible    ☐ Sales    ☐ Landscape/Yard work    ☐ Takes initiative    ☐ Independent

☐ Positive attitude    ☐ Detail oriented    ☐ Follows direction well    ☐ Housekeeping/ cleaning

☐ Self-starter    ☐ Reliable    ☐ Mechanically inclined    ☐ Knowledgeable with office machines

☐ Computer Skills (what programs) \_\_\_\_\_ ☐ Bilingual (what languages) \_\_\_\_\_

# School Activities and Clubs



**List any sport, school/church activities, clubs, and committees that you belong to. Include school/church name, school sport/club and year that you participated in it.**

\_\_\_\_\_

School/ Church Name

\_\_\_\_\_

Sport/ Club/ committee

\_\_\_\_\_

Year

\_\_\_\_\_

School / Church Name

\_\_\_\_\_

Sport/ Club/ committee

\_\_\_\_\_

Year

\_\_\_\_\_

School / Church Name

\_\_\_\_\_

Sport/ Club/ committee

\_\_\_\_\_

Year

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SAMPLE #1:

## FOR A YOUNG PERSON WHO HAS NEVER WORKED BEFORE

### Mary Williams

6789 MacArthur Blvd.  
Oakland, CA 94616  
(510) 777-1212  
email: mwilliams@hotmail.com

#### Profile

Personable and astute student with proven time management and collaboration skills developed from sporting and volunteer engagements. Strong interpersonal skills enhanced by taking part in school activities to develop confidence and communication abilities. Understanding of general employability skills and the importance of working as part of a team, learning from others and developing as a professional.

#### Summary of Qualifications

- Computer literate; MS Word and Internet research
- Reliable and honest
- Good interpersonal skills
- Quick learner and ability to multi-task
- Use time effectively and manage other resources well
- Positive attitude, not easily deterred by obstacles and challenges

#### Work Experience

Babysitter, *Self-employed, Oakland, CA*

2003 - Present

- Care for small children in responsible and careful manner.
- Help children to learn while in my care.
- Work for nine different parent-clients.

#### Education

Castlemont High School, Oakland CA

Projected graduation date June 2009

#### Extracurricular Activities:

A.S.B. Vice-President; French Club; Cheerleader; Basketball

#### Community Involvement

- Service learning volunteer- Tree planting along MacArthur Blvd.
- Teacher's assistant – Castlemont High School, Oakland, CA

#### Special Awards

Oakland Rotary Club - Teenager of the year, 2007

Castlemont High School Honors - 2008

# **SAMPLE #2:**

## **PERSON WITH VARIOUS TYPES OF JOBS**

### **Nina Kremer**

80 Tree Grove Drive  
Daly City, CA 94014

Phone: 650-555-5555  
Email: NKremer@hotmail.com

**Profile:** High-school student eager to utilize strong customer service experience and communication skills to provide outstanding service to a range of clients. Keen in developing new skills and to progress in the customer service industry.

### **Summary of Qualifications**

- Positive team player
- Computer Literate; proficient in MS Word and Internet Research
- Hardworking and prompt
- Works well with or without supervision
- Good sense of humor and very outgoing

### ***Relevant Experience and Skills***

#### ***Customer Service***

- Provided excellent customer service
- Ensured customer satisfaction
- Dealt with irate customers
- Answered questions and resolved problems and complaints

#### ***Child Care Services***

- Supervised children during lunchtime and recreational activities.
- Responsible for maintaining children in a safe and clean environment.
- Taught children ages of 5 and 12 drills for future football games.

#### ***General Office***

- Corrected papers and tests
- Dealt with important student files
- Ran copies of documents on Xerox machines; refilling paper when necessary.
- Answered phones

### ***Employment Experience***

***Self-Employed, Daly City, CA Childcare Provider***

June 2012- Present

***Make Me A Pro Sports, Daly City, CA Cheerleading Coach***

July 2009- May 2012

***Terra Nova H.S., Pacifica, CA Teacher's Assistant***

Sept. 2011- June. 2012

### **Education**

**Terra Nova High School, Pacifica, CA.**

Projected Graduation: 2012

# SAMPLE #3:

## PERSON WITH VARIOUS TYPES OF JOBS

### Michael Wilson

2147 Argent Blvd.  
San Bruno, CA 94025  
(415) 555-5555  
email: mwilson@cns.com

#### Profile

An enthusiastic, dedicated and versatile young person with an outstanding academic background and excellent attitude to work. Highly motivated, reliable with experience in working in an office.

#### Summary of Qualifications

- Computer literate; MS Word and Internet research
- Employment Communications Certificate
- Positive attitude and quick learner
- Effective team player

#### Employment Experience

- |   |                   |
|---|-------------------|
| <b>Hostess</b> , T.G.I.F. Restaurant, San Mateo, CA   | 06/2012 -12/2012  |
| <ul style="list-style-type: none"><li>• Provide excellent customer service</li><li>• Operated cash register</li><li>• Took and served food orders</li><li>• Ensure customer satisfaction</li></ul>                              |                   |
| <b>Supervisor</b> , Golden Gate Bookstore, Redwood City, CA   | 01/2012 - 06/2012 |
| <ul style="list-style-type: none"><li>• Responsible for maintaining cleanliness of store</li><li>• Opened and closed store</li><li>• Updated inventory, received and checked new supplies</li><li>• Made movie labels</li></ul> |                   |
| <b>Portrait Photographer</b> Sears Portrait Studio, San Bruno, CA   | 10/2011 – 12/2011 |
| <ul style="list-style-type: none"><li>• Worked well with a diverse population</li><li>• Took photographs</li><li>• Stock and inventory control</li></ul>  |                   |
| <b>Sales associate</b> Kohls, Millbrae, CA  | 02/2009- 10/2011  |
| <ul style="list-style-type: none"><li>• Inventory control</li><li>• Handle cash accurately</li><li>• Worked with public well</li></ul>  |                   |

#### Education

College of San Mateo, San Mateo, CA  
Major: Administration of Justice

Projected graduation 2015

# Resume Websites

- [Careeronestop.org](http://Careeronestop.org)
- [Monster.com](http://Monster.com)
- [Damngood.com](http://Damngood.com)
- [Quintcareers.com/resres.html](http://Quintcareers.com/resres.html)
- [Eresumes.com](http://Eresumes.com)
- [Resume-help.org](http://Resume-help.org)
- [Resumehelp.com](http://Resumehelp.com)
- [Myfuture.com](http://Myfuture.com)
- [Susanireland.com](http://Susanireland.com)
- [Truecareers.com](http://Truecareers.com)





# Sample Reference List

Applicant name      Applicant address      650-222-3388      name@gmail.com

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## Reference List

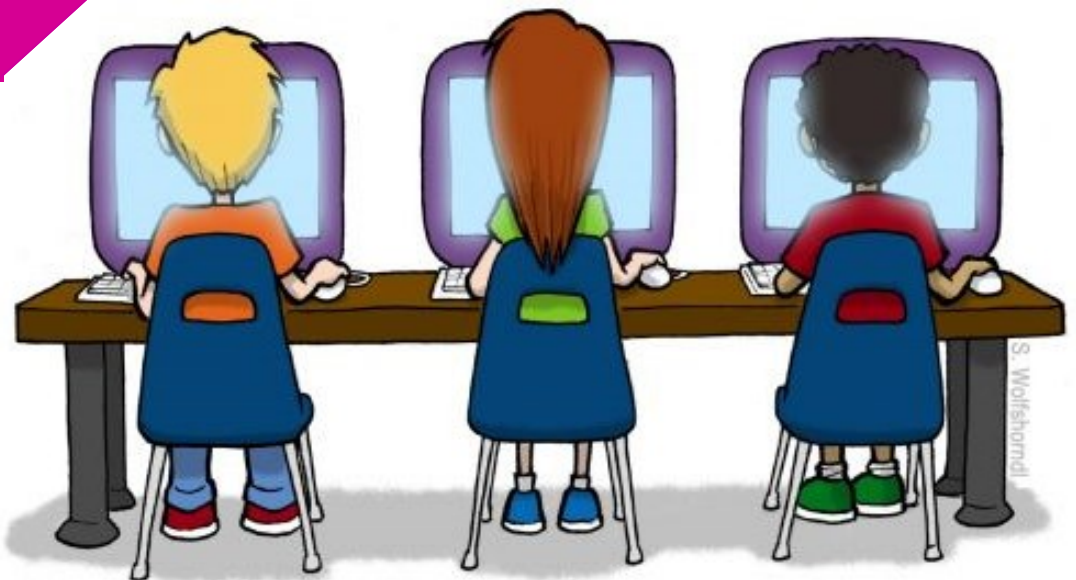
Ms. Tiffany Gate  
Teacher  
Jefferson High School  
6996 Mission Street, Daly City CA 94014  
650-555-1234  
tgate@jUSD.org

Mr. Ben Franklin  
Jefferson High School  
School Resource Counselor  
6996 Mission Street, Daly City, CA 94014  
650-555-1230  
bfranklin@jUSD.org

Ms. Becky Sumner  
Jobs For Youth  
Program Counselor  
271 92<sup>nd</sup> Street, Daly City, CA 94014  
650-301-8400  
E-Mail: bsumner@jfy.org

**Decide who you would use as a reference then you must ask if you can use them as a reference.**

# JOB SEARCH WEBSITES





Acinet.org

Ajb.dni.us

Bajobs.com

Bayareacareers.com

Caljobs.ca.gov

Careerbuilder.com

Careers.org

Craigslist.org

Dice.com

Experience.com

Glassdoor.com

Idealist.org

# Website Suggestions



Indeed.com

Jobhuntersbible.com

Jobstar.org

Linkedin.com

Monster.com

Opportunitynocs.org

Simplyhired.com

Snagajob.com

Startuphire.com

Calopps.org



**KEEP THAT JOB**



# HOW to Keep that Job

1. BE ON TIME TO WORK.
2. SHOW UP AND CHECK IN TO WORK.
3. SILENCE YOUR PHONE.
4. ONLY USE PHONE DURING BREAKS.
5. BE HONEST WITH STAFF AND SUPERVISOR.
6. BE WILLING TO DO MORE THAN YOU ARE ASKED TO DO.  
VOLUNTEER FOR OTHER PROJECTS/ASSIGNMENTS.
7. LEAVE PERSONAL PROBLEMS AT HOME.
8. FOLLOW RULES.
9. WORK WELL WITH OTHERS.
10. DRESS AND SPEAK APPROPRIATELY.
11. ASK QUESTIONS IF YOU DON'T UNDERSTAND.
12. COMPLETE WORK ON DEADLINE AND LET SUPERVISOR  
KNOW.

# EXAMPLES of a GOOD EMPLOYEE

Once you have gotten a job you have the power to choose what kind of employee you will be. Will you choose to be a:

1. Poor-performing employee and soon lose your job?
2. Fair employee doing just enough to get by?
3. Good employee, working hard, doing a full day's work everyday?



A good employee is **friendly:**

1. Is courteous, works well with others, cooperates with supervisor and other employees.
2. Respects all the other employees and welcomes suggestions.
3. Is willing to be flexible and open-minded (to co-workers' ideas, for example).
4. Maintains a good attitude.
5. Helps out others where possible.

A good employee is **efficient:**

1. Learns to do his or her job well and on time.
2. Does not waste time or material.
3. Listens carefully to assigned duties. Asks questions to get the job done well.
4. Follows rules.
5. Keeps himself/herself well groomed. Is a role model in dress and speech.
6. Is well organized, does neat and orderly work while keeping the workplace tidy.



A good employee **takes initiative:**

1. Takes on new projects by his/her own choice.
2. Shows interest in the work he/she is doing and makes an effort to improve.
3. Willing to learn new things.
4. Is aware of his/her goals.

A good employee is **dependable/reliable:**

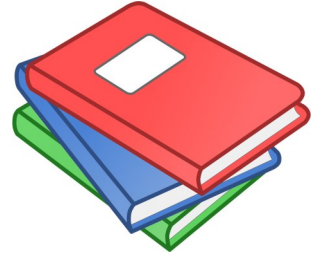
1. Shows up and is punctual (on time).
2. If it is necessary to be absent, notifies employer in a timely manner.
3. Does a full day's work.
4. Is cooperative when there is extra work to be done.
5. Is honest.
6. Admits mistakes and does not blame others.
7. Leaves personal trouble at home.



# 10 Tips on Succeeding in the New Job

## 1. TAKE A CALENDAR/NOTEBOOK WITH YOU TO WORK.

Record hard-to-remember information, instructions, and meetings you may have to attend.



## 2. ENSURE TRANSPORTATION TO WORK.

If you have a car, make sure it is dependable to drive. Allow extra driving time. If you depend on someone else for transportation, be sure he/she is always available. However, try to have a “plan b” (i.e. Public transportation). If you are going to be late, call your employer. If taking public transportation, know the bus routes and times.

## 3. GET PLENTY OF REST FOR WORK.

Strain and tension the first few days and weeks of a job will take more energy out of your system than you expect. Avoid a heavy social schedule and get plenty of rest.

## 4. ASK THE RIGHT QUESTIONS.

Try to find your own answer first. Ask questions at appropriate times. Don't be afraid to ask if you are not sure about something.

## 5. USE GOOD JUDGMENT IN WORKING EXTRA HOURS.

Abide by management's instructions. Working extra hours and eliminating breaks and lunch to impress management will not develop good relationships with your fellow employees.

## 6. DO NOT FLAUNT YOUR KNOWLEDGE AND EDUCATION.

Do not try to impress people with what you know. Until you are sure, be safe and do it the way you are instructed.

## 7. BUILD A RELATIONSHIP WITH ALL EMPLOYEES.

Be cautious in spending too much time with one person, too soon.



**WORK  
HARD**

## 8. STAY BUSY (TAKE INITIATIVE)

Try to avoid “just sitting there.” Let the supervisor know when you have completed your work to work on new projects.

## 9. DRESS APPROPRIATELY.

Abide by the dress code.

## 10. BE FAMILIAR WITH COMPANY RULES.

Review your employee handbook.