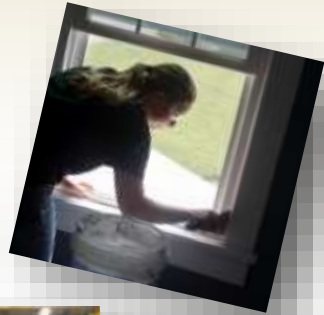
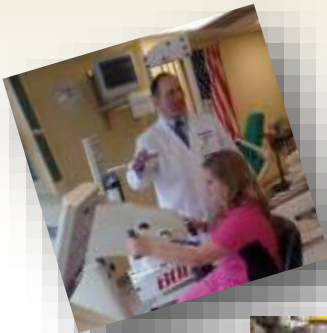


CAREER READINESS



A STUDENT CHECKLIST for EMPLOYMENT

- ✓ Resume Development
- ✓ Completing a Job Application
- ✓ Resources to Remember
- ✓ Tips for the Job Interview

★ RESUME DEVELOPMENT:

- ✓ A resume is a required "first step" when applying for Co-op or other employment.
- ✓ A resume is the employer's first impression of you.
- ✓ It is your responsibility to develop an appealing and accurate resume, which "highlights" your skills, and personal work history.
- ✓ The resume needs to represent realistic information about you;
 - BE HONEST! -
- ✓ A resume needs to be electronic, and saved for review, corrections, and to email to employers.
- ✓ Correct spelling and punctuation are critical!
- ✓ For assistance, go to STC website > QUICK LINKS > Cooperative Education > Student Links > Resume Development.

- STC RESUME FORMAT -		
ALL EIGHT SECTIONS ARE REQUIRED!	DESCRIPTIONS:	GRADING:
Name, address, phone number, email:	Place at the top of the page. Make sure headings are <u>complete</u> and <u>aligned evenly</u> . <i>All information must be <u>appropriate to present to an employer!</u></i>	10
Career Objective:	Be specific when applying for a position: <i>I would like to obtain a challenging position as an industrial electrician.</i>	10
Education:	<u>Full information required</u> - <i>Do not abbreviate!</i> (1) Home School (2) Schuylkill Technology Center	20
Experience:	Past employment - could be an internship, or a part-time/summer job. Experience is not related to your current STC program.	10
Skills:	You can use POS Task listings or specific skills prescribed by your Instructor. • Bullet each task!	10
Certifications:	Check with your CTE Instructor for proper certification identifications: (Use a bullet •) CAN / NOCTI / CPR / NIMS / EMT / HILTI / OSHA 10 CAT1 / SP2 / ServSafe / AEP - Heart Saver.	10
Activities / Community Service:	Community Projects: with STC, home school, clubs, and volunteer organizations such as fire companies and civic groups - Skills USA, SKIP, Little League Coach, EMT, etc.).	10
References: (1) limit to <u>one</u> education reference such as a teacher or counselor - use two community / business references. (2) Include complete address with zip code.	Name Position / Title Company Address Phone Number	20
GRADE:		

✦ COMPLETING A JOB APPLICATION:

1. **MAKE A POSITIVE FIRST IMPRESSION:** Dress appropriately when picking up or dropping off an application.
2. **TAKE YOUR RESUME WITH YOU:** with all dates of your employment, work history with job descriptions, phone numbers, and three references.
3. **BE NEAT AND COMPLETE:** Use a black / blue pen on paper applications.
4. **READ AND FOLLOW ALL INSTRUCTIONS.**
5. **COMPLETE ALL REQUESTED INFORMATION:** If there are questions that do not apply, write “n/a.” Avoid leaving anything blank.
6. **RESPOND AND WRITE:** “will discuss at interview” if you have something you prefer to explain in person, such as having been fired or if you have a felony conviction.
7. **DO NOT GIVE SPECIFIC SALARY REQUIREMENTS AT THIS TIME:** Write “open or negotiable”.
8. **BE TRUTHFUL:** Do not over exaggerate on past experiences, job titles or job responsibilities.
9. **REFERENCES:** Make sure that you have permission from your references; references should be people who know your work habits, such as former employers, supervisors or members of various organizations.
10. **BE SURE TO SIGN AND DATE THE APPLICATION.**
11. **DON'T BE OVERLY AGGRESSIVE:** If you haven't heard anything within a week after submitting the application, follow up with the company, and let them know that you are interested in the position. Ask how long they keep job applications on file.
12. **REMEMBER:** the goal of your application is the door to your interview! Paying attention to these small details can make a big difference when applying for jobs and increase your chances of being invited in for an interview.

✦ RESOURCES TO REMEMBER:

- Your RESUME
- A black / blue PEN
- Work Permit
- Driver's License
- Phone Numbers
- Email Addresses
- Certifications / licenses



STC NORTH CAMPUS

101 Technology Drive
Frackville, PA, 17931
Phone: (570) 874-1034
www.stcenters.org

STC SOUTH CAMPUS

15 Maple Avenue
Mar Lin, PA 17951
Phone: (570) 544-4748
www.stcenters.org

★ TIPS FOR THE JOB INTERVIEW -- some Do's & Don'ts

- ◆ *Don't be late. Arrive 15 minutes early to allow time for possible delays.*
- ◆ *Begin introductions with a firm, but not overwhelming handshake.*
- ◆ *Be confident and present your abilities.*
- ◆ *Don't place a large emphasis on salary. The salary will only be discussed if and when the employer is sold on you as a candidate.*
- ◆ *Don't talk too much. Answer questions fluently and concisely.*
- ◆ *Don't exaggerate. Stick to the abilities you have, not those you wish you had. Be honest about your experience, emphasizing the positive, yet sticking with the truth.*
- ◆ *Don't over or underdress. Determine beforehand if a formal or casual look is appropriate.*
- ◆ *Don't just show up for the interview and hope for the best. Be prepared with as much information about the company that you can find (ask questions). Good job candidates want to know that the company to which they are applying is a good personal fit as well.*
- ◆ *Be engaging and make eye contact often. It shows confidence and connects you with the interviewer. Remember the interviewer's name, and use it during the interview to stay engaged.*
- ◆ *Think before you speak! This might be the only chance you get to convince a prospective employer that you are the right person for the job. Your answers during the interview are as important as the image you cast.*
- ◆ *Be outgoing. Don't underestimate the power of a personal connection. If you can connect with your interviewer in a personal way, they may think you would be an enjoyable person to work with on a daily basis.*

- NOTES -

Be proud of your accomplishments,!
It is your time to “shine” in the workforce - GOOD LUCK !