



**Created with Youth in Mind**

*(but thinking inclusively, these are job search tips for everyone!)*

**WorkLink**



# TOP 10 Places I Want to Work

[illegible]



# WorkLink JOB SEARCH CHECKLIST

**Every time you drop off a resume,  
there is the chance you will  
get an interview – on the SPOT.  
Are you prepared?**

## **Dropping off Resumes and Pre-interview**

- ☑ Ask to speak to the boss - do your best to ONLY give your resume to them. This is your chance to make an impression.

Ask around .... Information interviews ... Go in and get a feel for the place ... Internet RESEARCH

- ☑ Be prepared to tell them how **they** can benefit from hiring **you**
- ☑ Prepare a list of questions to ask the employer

### **What Do I Bring?**

- ☑ Plan your clothing in advance, dress to get the job and appear well groomed
- ☑ Know where you are going – map out or even travel the route beforehand
- ☑ Arrive approximately 15 minutes before an interview (no more and no less than 10)

- ☑ ***A stick pen (no click pens!).and something to write on - make sure the pen works – you may have to fill out an application***
- ☑ ***Extra copies of your resume***
- ☑ ***2-3 references with updated phone numbers***
- ☑ ***Training or other certificates related to the job***
- ☑ ***A list of at least 2-3 questions you want to ask the employer***

## **Just Before Dropping off Your Resume and Before The Interview**

- ☑ Check your breath - brush your teeth or chew a mint
- ☑ BREATHE. Breathe. BREATHE. 3 long deep breathes before you go in. Oxygen to your brain is a GOOD thing,
  - ☑ Job Search ALONE – it shows you're independent and self-motivated.
  - ☑ DEAL BREAKERS: Cologne, smoke smell, chewing gum.
- ☑ TURN OFF YOUR CELL PHONE or IPOD – not on silent - and **de-headphone** before going in

## **During The Interview**

- ☑ Introduce yourself to the interviewer and shake hands (no bone crushers or wet noodles)
- ☑ Be relaxed but look alert and interested – if you're nervous, it's ok to tell them that! It shows them you want the job.
- ☑ Keep eye contact with the interviewer, but be careful not to stare at them.
- ☑ Answer questions clearly and to the point – notice if you find yourself rambling and STOP!
- ☑ Stress YOUR qualifications, YOUR strengths, YOUR gifts, YOUR accomplishments
- ☑ Always show a positive, confident attitude and make the employer aware of your interest in the position –NEVER say anything negative about any past job or employer – EVER EVER EVER
- ☑ Ask the interviewer YOUR questions – have at least 3 prepared – it shows you're interested
- ☑ Arrange to call back in a few days
- ☑ Thank the interviewer and shake hands

## **After The Interview**

- ☑ Send a thank you note OR send an email to the interviewer within 24 hours – **SERIOUSLY** this could be what makes you stick out for them!
- ☑ If you have not heard from them by the designated time, call them back to see if they have reached a decision



# WorkLink COVER LETTERS

## Why should I make a cover letter?

A cover letter is a short letter which explains why you are applying for this job. You should use it to point out things in your resume that are relevant to the job you are going for. If you have a real interest in the company and its products, or you have certain interests that make you suited for this job, SAY IT HERE!

This letter makes you stick out from the rest of the resumes since most people don't bother to write them.

Here's how they're done...

Your Home Address  
City, Province  
Postal Code

Month, Day, Year

Name of Employer / Contact  
Employer's Correct Title or Position  
Name of Company / Organization  
Street Number and Name  
City, Province  
Postal Code

Dear Mr. / Ms. \_\_\_\_\_:

**OPENING PARAGRAPH:** State why you are writing and specify the position or type of work for which you are applying. Mention how you learned of the opening.

**MIDDLE PARAGRAPHS(S):** Relate your skills, interests, knowledge and abilities to the needs of the employer. Point out relevant training, education and employment. Elaborate on your courses and your field of work if appropriate. Highlight extra-curricular and volunteer experience. Refer the reader to the enclosed resume which summarizes your qualifications.

Explain why you are interested in working for the employer. Specify your reasons for wanting this type of work. Try to convince the employer of your ability, suitability and interest.

**CLOSING PARAGRAPH:** Use an appropriate closing to pave the way for an interview by requesting an appointment and by giving your phone number or by offering some similar suggestion to facilitate an immediate and favourable reply.

Sincerely,

**(Your signature here!! Don't forget to sign once you print it!)**

Type Your Name Here



## Jasper Grayhair

847 Goldstream Avenue

Victoria, BC, V9B 2X8

Cell: 250 478 9525 Email: [jaspergrayhair@gmail.com](mailto:jaspergrayhair@gmail.com)

**Objective:** (Be SPECIFIC! Use the company name to stand out from the pile!)

To obtain a position in customer service with EB Games

**Highlights:** (Say anything that applies to the job you're applying for – don't be shy about your talents, skills and abilities! Make them want to read on!)

- Passion for video games; experienced in a wide variety of video games, computers and other technology
- Recently completed FoodSafe, First Aid and Service Essentials Certifications
- Skillful with use of new programs and games, computers, iPod, cell phones, video game systems, televisions, VCRs, and sound systems
- Enthusiastic about new technology and sharing information; always excited and willing to help others
- Problem solver and creative in challenging situations, fixed problems with computers with ease

**Skill Categories:** (Pick 2 that you could describe in a few sentences and are matched to the job you are applying for – stick to 4-5 solid points per Skill Category.)

**Games:** (AGAIN – be specific and speak the language of the place you are applying so they can tell you know what you're talking about.)

- Researched video games, how they are made, and which ones are most popular
- Keeps video games organized and vertically stacked on a shelf, never mixing cases, never mixing games
- Extremely careful with game cases and discs and knows how to handle them properly
- Maintains own computer keeping it clean and running efficiently by organizing programs, scanning regularly, defragging, disk clean up, and regular program updates
- Setup computer to operate with other equipment such as; televisions, surround sound and projectors.

**Communication:** (Everyone could use this skill category – it's important for every job!)

- Comfortable having friendly conversations with random people
- Recommended video games to people who have come back pleased with the suggestion
- Brainstormed; added and accepted ideas in class
- Followed detailed instructions from welder when helping to build large metal bins
- Enjoys responding to people who ask for help without hesitation; never ignores anyone

**Work and Volunteer History:**

**Junior Soccer Coach**      *Edward Milne Community School, Sooke, BC*      2008-Current

**Welder's Assistant**      *Paltrow's Welding and Ironworks, Sooke, BC*      2007-2009

**Yes 2 pages is ok!!!**

### **Education and Training**

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<b>Grade 11 Student</b>	<i>Edward Milne Community School, Sooke, BC</i>	2010-Current
<b>FoodSafe</b>	<i>Hospitality Training Plus, Victoria, BC</i>	2010

### **References**

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<b>Randy Waldie</b>	<i>Facilitator, The Pathway Project</i>	250-391-1487
<b>Gwyneth Paltrow</b>	<i>Paltrow Welding, Sooke, BC</i>	250-887-4222
<b>Robert DeNiro</b>	<i>Guidance Counselor, EMCS</i>	250-642-5211 (ext.)1185

# **NOW that you are done (kinda):**

1. **Have someone read it over for spelling, grammar and encouragement! The more eyes on this the better! Look for spelling and grammar errors and make sure that the font is all the same.**
2. Drop it off in person at the places you are applying *if possible!* (PROVEN most effective way to get the job!!)
3. If you must apply online, **take your time** – the applications are long and ask tough questions. Be honest and give yourself at least a half hour to fill them out in full. Be prepared to attach your resume.
4. Call your references and make sure that what they have to say about you is super positive. They can often be the ones that close the deal for you.
5. **DON'T worry** if you don't have much experience. Employers often prefer to train someone from scratch. PLUS, draw from any work you have done – babysitting, leaf raking, cat sitting, paper delivery, volunteer stuff – and if you have no experience at all check out Volunteer Victoria for TONS of fun opportunities to volunteer.
6. If you are confused about how to format your resume or find the right words to describe your experience check out job descriptions online or check out the website for the place you are applying – there will be clues in these places.
7. **IF YOU ARE STILL FRUSTRATED** - Come see us at **WorkLink** ... we are more than happy to help. Check us out online and how to find our offices at:

**[www.worklink.bc.ca](http://www.worklink.bc.ca)**

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**HELP  
WANTED**

**What Do I  
Wear for Job  
Search?**

**WorkLink**  
[www.worklink.bc.ca](http://www.worklink.bc.ca)



# What DO I WEAR??!!



Yes, it may vary by where you choose to apply BUT the basic idea is:

- Bring your 'A-Game' - find the ★'s on the other side of this sheet
- A Positive Attitude – this has a HUGE effect on how you present yourself
- A SMILE – do not underestimate the power of this

**WorkLink**

[www.worklink.bc.ca](http://www.worklink.bc.ca)

First impressions are formed in **7 seconds**. **38%** of a first impression is based on inflection and tone of voice (how you say things), **7%** is based on what you actually say, and a whopping **55% of a first impression comes from NONVERBAL cues!** In short, more than half of every first impression is based on how you look!



## Potential DEAL Breakers

Hats  
Jeans  
Hoodies  
Earphones  
Yoga wear  
Heavy Makeup  
Piercings/Bling  
Shirts with emblems  
Running/Skate Shoes  
Stained or crinkled clothes  
Oversized or Tight Clothing  
Cologne/Perfume/Cigarette Smell  
Chipped nail polish/dirty fingernails