



**CONNECTING TO SUCCESS**  
PREPARING TOMORROW'S WORKFORCE • TODAY  
POWERED BY **VIA**

# WELCOME

Welcome to Get That Job! We are here to guide you through the process of Networking to find the job you would like to apply to, creating your cover letter and resume, filling out your application and preparing you for your interview and follow-up questions.

Thank you and good luck Getting That Job!

# Let's get started!

## FILL IN YOUR BEST ANSWERS

Job Experience (List any jobs you have held and the experience that you can apply to other jobs)

Ideas:

- Customer Service (working with and helping people)

List Work Experience here:

Job Like Experience List any skills or experiences you have from non-paid experiences you have that you can apply to other jobs) Ideas:

- Volunteering (Community, Church, Library, Non-profit)
- Participation in School Clubs (ASB, Honor Society, etc.)
- Leadership Role (Sports Team, Special Events)
- Phone Etiquette (Answering phone as a student service)
- Organized (Organize parents camping gear)
- Multitasking (Work on Zoom or GoogleMeet while doing classwork at the same time)

- List Personal Experience here:

What are your Skills, Habits, and Characteristics (List items that describe you) Ideas:

- Responsible (I always do my homework and chores)
- Ambitious (strong desire and determination to succeed)
- Determined (desire to get the job done)
- Enthusiastic (showing intense and eager enjoyment, interest, or approval)

List Skills, Habits, and Characteristics here:

Who You Know (List people that can assist you in finding a job) Ideas:

- Parents
- Parents Friends
- Relatives
- Neighbors

List People you know here:

Interview Questions to Prepare For (List important interview questions to ask) Ideas:

- How Do You Deal With a Difficult Situation or Person?
- Tell Me About Yourself
- What's Your Strongest/Weakest Trait?
- Why Do You Want This Job?

List your important questions here:

Questions NOT to Ask (List questions you should NOT ask) Ideas:

- How much do I get paid?
- Can I have Friday's off?

List your questions NOT to ask here:

# Sample Cover Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone #  
Your Email

Date

Employer Name  
Company Address  
City, State, Zip Code

Dear Mr. /Ms. Last Name,

I am writing to express my interest in the employment opportunity listed on your website. My resume is enclosed for your review. I feel my qualifications and my skills would prove to be an asset to your organization.

I have recently graduated high school and am looking for a job that will add experience to my building career. Here are some of the key strengths that I would bring to the position. I am:

1. A self-starter. 2. Disciplined. 3. An excellent communicator. 4. Very willing and eager to learn new things. 5. Exceptional at customer service. 5. Great team worker. Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I can maintain records, perform numerical calculations with accuracy and I need little direction to complete assigned tasks. These are the qualities that make an excellent candidate for this post.

I was responsible for handling and organizing various important activities in my school. I have even participated in numerous cultural activities. I have working knowledge of Google Suite including Docs, Slides and Sheets.

I appreciate your time and look forward to the chance to meet with you to hear more about your company and discuss the requirements of the position.

Thank you in advance for your consideration.

Sincerely,

Your Signature

Signature

Your Typed Name

# Student Resume

## Your Name

Career Objective: Responsible and ambitious student with excellent time management. Seeking to apply my customer service abilities and event planning skills to the summer internship at your company.

123 Your Street  
Your City, ST 12345  
**(123) 456-7890**  
**no\_reply@example.com**

### EXPERIENCE

#### **Company, Location — Volunteer**

MONTH 20XX - PRESENT

Volunteered services, processed and distributed mail and newspapers, organized and alphabetized files, assisted office personal with a variety of tasks

#### **Company, Location — Volunteer**

MONTH 20XX - MONTH 20XX

Volunteered services, customer service, stocked merchandise, maintained current inventory

### EDUCATION

#### **Your High School, Santa Clarita, CA**

Class of 2022

Relevant Course Work: Intro to Business, Computer Science  
Graphic Design and Photography

### PROJECTS

#### **Photography Compilation**

Compilation of Family Photographs to Create a Family Tree

#### **Marketing**

Created Marketing Material for Virtual Business

### SKILLS

Google Suite  
Public Speaking  
Spanish, Conversational  
Customer Service  
Project Planning

### AWARDS

**National Honors Society**  
**California Federation  
Scholarship**  
**Academic Honor Roll**

### LANGUAGES

Spanish, Conversational