

Getting a job

In your life, you will probably have to venture out and get a job somewhere. Unless your family owns a business and you work for them. But for the rest, you will have to know how to fill out an application and how to interview.

Most jobs will probably be basic beginner entry jobs. Even if it is a job at a local fast food restaurant, presentation is key. If you want to land the job, make yourself presentable, each time you go to the establishment. If you are going to be picking up an application, wear nice clothing. Think church dress up. Don't walk in with dirty work jeans and a t-shirts. Most every teen will do that, stand out and be different! Make it a point to comb your hair and make sure your face and hands are clean. If employers can see that you will take the time to look decent, they will realize that you will take the time to do good in their business.

Ask politely for an application to fill out. Thank them by looking the person in the eyes. Show attentiveness. Go home and fill out the application. Do it neatly. Make sure you have all your information beforehand so that you don't write down the wrong information for references, etc. Put it inside a manila folder to protect it from getting wrinkled. Take it back as soon as possible to show that you are eager for the position.

Tips for completing application:

- Write clearly and neatly, using black or blue ink
- Check for spelling and grammatical errors
- List your most recent job first—if any
- List your most recent education first—any training classes you may have taken.
- References do not have to be professional—use your teachers or if you have volunteered use a contact from that. Ask before you put someone's name down.
- Don't forget to sign your application

Companies get a lot of applications from people. What is going to make yours stand out from theirs? You attach a letter of application.

Letter of application or cover letter

Your application letter should contain information about the position you are applying for (even if it is as simple as working at a fast food restaurant—key is you want to go above and beyond and stick out from other applicants.) It will also list your qualifications for the job. It should be properly organized, formatted, and spaced so its readable and makes the best impression on the hiring manager.

Here are some tips to writing your job application letter:

- length-a letter should be no more than one page long.
- format-a letter should be single spaced with a space between each paragraph. Use 1 inch margins and align your text to the left.

- font—use traditional font such as Times New Roman or Calibri. The font size should be 10-12 points.

Begin with the header.

This should include the employer's contact information (name, address, phone number, email) followed by the date.

Then begin with Dear Mr./Ms. Last name. If you don't know the employer's last name, simply write, "Dear Hiring Manager"

Introduction. Begin by stating what job you are applying for. Explain where you heard about the job, particularly if you heard it from a contact associate.

Next paragraph: Briefly mention how your skills and experience match the position you are applying for.

Next paragraph: Explain why you are interested in the job and why you make an excellent candidate for the position. Mention specific qualifications listed in the job posting and explain how you meet those qualifications.

Closing: Restate how your skills make you a strong fit for the position. State you would like to interview and/or discuss employment opportunities. Thank them for their consideration in taking the time to review your application.

Signature: End with your signature, handwritten followed by your typed name, followed by your contact information.

Always proof and edit your letter. A simple mistake and your potential employer may just throw it away.

On the next page contains a sample letter. Customize it to your needs. It is just a sample.

Name
Title
Company
Address
City, State, Zip Code

(4 spaces)

Date

(2 spaces)

Dear Hiring Manager,

(2 spaces)

I am interested in the part-time position that you have offered in your horse stables advertised in The Times. I have equine experience as I have been around horses for over nine years.

Not only have I shown and ridden horses, but I have also had extensive experience assisting in a barn. Through working with horses, I have acquired a thorough knowledge of horses, tack, and equine apparel for both horse and rider.

While I have equine experience, I also have excellent communication skills and an aptitude for customer service. My past experience as a volunteer at Pardee Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I believe that my communication skills, partnered with my equine knowledge, would make me an asset to your company

Thank you for your consideration. I can be reached at 111-111-1111 or yourname@email.com. I look forward to hearing from you soon.

Sincerely,

Your Signature (*hard copy letter*)

Your Typed Name

First Name Last Name
Address
City, State, Zip Code

Follow up and interview

After you have applied for a position, give it about a week and if you do not hear anything, you can make a call to the manger of the establishment. Give them your name and let them know that you have applied for said position and was wondering if they have already filled that spot. This will give you an oppportunity to know where you stand in applying for this job. This also gives the employer a chance to know that you are ambitious and are eager.

Interview

If you have been successful in your endeavors and have been giving the opportunity for an interview, here are some tips to help you:

- Arrive a few minutes before the scheduled interview. Do not be late for this!
- Dress up for the interview. No shorts, no tank tops. Look professional, even if you will be flipping burgers.
- No gum and no cell phone distractions.
- Keep eye contact at all times.

- Stay calm, take a deep breath if you are nervous.

Sample interview questions

Here is a list of some sample questions that your prospective employer might ask you. Most questions are going to be about what type of person you are and why you will be good for the position. I remember one of my interviews as a waitress and they asked me what three things I would take on a deserted island. The boss wanted to know what types of things I valued in life.

Tell me about yourself.

What is your greatest strength?

What is your greatest weakness?

How do you handle failure?

How will your greatest strength help you perform?

How do you handle success?

Do you work well with other people?

How do you handle stress and pressure?

How would you describe yourself?

Are you lucky?

Are you nice?

How do you view yourself? Whom do you compare yourself to?

What motivates you?

Are you a self motivator?

What are you passionate about?

What are your hobbies?

What has been the greatest disappointment in your life?

What are your pet peeves?

Describe your ideal boss?

Why should we hire you?

Why shouldn't we hire you?

What can you contribute to this company?

Why are you the best person for the job?

Practice answering these questions beforehand. You don't want to speak in a rehearsed tone, this is just to help you come up with good answers.

Thank the employer for their time before leaving.

If the employer chooses to ask you if you have any questions and you don't, a smart response would be, "Is there anything that you see on my application that would prevent me from getting this job?"

Follow up with a letter

Follow up with a nice handwritten letter thanking them for the opportunity to meet with them. You hope your answers were up to their expectation and if it isn't what they are looking for, thank them for the opportunity for experience in job interviews. Have a wonderful day, Sincerely your name.

If time goes on and the employer let's you know that you did not receive the job, ask them if they would mind sharing with you what made them decide not to give you the position. Ask them to be honest, because you want to improve yourself for your next interview.

Critiquing is a great way to find out what it is you are doing wrong as to not repeat it next time. Don't question why they decided on that, just find out what you can improve upon for next time. If you are truly willing to improve your interview skills, this will be your biggest asset.

Resignation

If you come to the point in your job and you need to resign, give your employer at least two week's notice. Be honest about why you will be leaving and leave on a positive note. You want to be able to use this as a recommendation for future jobs if needed. Giving two weeks allows them the time to find a replacement for you. Common courtesy.

How to keep the job

You got the job, now how do you go about keeping it? Diligence is key in holding the job. To be diligent means that you give special attention to the things that are expected of you. Here are some more tips to help you:

- Be responsible and be willing to take on more. People who are willing to take charge and know when to step in get promotions.
- Whatever your job is, work hard. Do the best to your ability from day one to the last day.
- Be honest. There are many times in our lives when we could cheat on our time cards or do less than is expected without anybody When you work, you are really working for God. The Bible

says, "Whatever you do, work at it with all your heart, as working for the Lord, not for men" (Colossians 3:23). Do what you think is right to reveal your true character.

- Learn everything you can about your job. The more you know about your job, the more valuable you will become.
- Don't let yourself be distracted by other things. Take care of personal things on your own time, not on work time.
- Be a valuable asset to your boss. Be punctual, cooperative, independent, enthusiastic, honest, and fun. If you do a good job and are easy to work with, that is valuable.
- Do your job and more. Do the little things that make you stand out from other's
- Don't be a time waster. Complete your tasks with speed and accuracy.
- Always be on top of your profession. Learning is a lifelong process, stay on top of things and continue learning new ways of doing things.