

Lesson 23: job searches

outcome: Search for local opportunities to develop transferable skills.

Types of early work opportunities:

- **After-school jobs** — work a few hours a week and earn a “wage,” or income. Usually someplace local or nearby so you can continue to go to school
- **Summer jobs** — work a few hours or days a week. Does not need to be local
- **Paid internships** — learn on-the-job skills at a company or organization while earning a wage or income
- **Unpaid internships** — learn on-the-job skills without earning a wage
- **Volunteer experiences** — give back to your community without earning a wage
- **Apprenticeships** — learn a skilled trade through hands-on experience and mentoring. Can be paid or unpaid

Questions to consider before a job search:

- How much time do you have to dedicate to work outside of school and still meet your personal and academic goals?
- Do you need to earn money? How much?

Where to look: sources of information about jobs

Source of Information	Helps You Find:	Pros and Cons
Newspaper classifieds section	Postings and advertisements for jobs, internships, apprenticeships, and more	<ul style="list-style-type: none"> • Usually limited to local companies only • Can be outdated by the time they go to print
Web-based job search engines (like Monster.com, Craigslist.org, and more)	Postings for jobs and internships at multiple companies and organizations in multiple cities and locations	<ul style="list-style-type: none"> • Lots of information • Lots of competition for jobs
Public or school library	Books, DVDs, and Web resources with information on all types of jobs, internships, apprenticeships, and volunteer experiences	<ul style="list-style-type: none"> • One-on-one help is available in the form of a librarian or career counselor.
High school guidance office or job office	Jobs, internships, and experiences available in your local community or through your campus and alumni network	<ul style="list-style-type: none"> • Positions available may be exclusive to your high school, so competition is often less. • Usually also offers help with resume and cover letter writing, interview skills, and more
Job fairs	Postings for jobs available in your local community or on your campus	<ul style="list-style-type: none"> • Everyone at the job fair is actually hiring for an open position. • Bring your resume and dress professionally, or you could leave a bad first impression.
Websites and homepages for organizations and businesses	Postings for jobs available only at that company or with that organization	<ul style="list-style-type: none"> • If you know where you want to work, this is the best place to get information on a job. • Companies might not be actively hiring.
Friends and networking contacts	Advice and word-of-mouth on available positions	<ul style="list-style-type: none"> • The success of this source is based on the size and scope of your network. Consider speaking with teachers, adults in your community, friends, and former coworkers.

STUDENT HANDOUT

Questions to consider during a job search:

- Does the opportunity allow you to develop transferable skills that will help you on your career path?
- Does the opportunity meet your work values?

Questions to consider after a job search:

- Did I use the best sources to find information about opportunities?
- Is there anywhere else I can look for opportunities before I begin to apply?

Job Search Results

Job Title:	Company:
Wage or Salary:	Location:
Job Description:	
What transferable skills might you develop if you were hired?	What work values would you need in order to be happy in this position?
Job Title:	Company:
Wage or Salary:	Location:
Job Description:	
What transferable skills might you develop if you were hired?	What work values would you need in order to be happy in this position?
Job Title:	Company:
Wage or Salary:	Location:
Job Description:	
What transferable skills might you develop if you were hired?	What work values would you need in order to be happy in this position?

STUDENT HANDOUT

Job Title:	Company:
Wage or Salary:	Location:
Job Description:	
What transferable skills might you develop if you were hired?	What work values would you need in order to be happy in this position?
Job Title:	Company:
Wage or Salary:	Location:
Job Description:	
What transferable skills might you develop if you were hired?	What work values would you need in order to be happy in this position?

personal opportunity preferences

DIRECTIONS: Complete the worksheet below to identify what type of opportunity is best for you.

I am looking for (check all that apply):

- After-school jobs
- Summer jobs
- Paid internships
- Unpaid internships
- Volunteer experiences
- Apprenticeships

Beginning on or after: *Month:* _____ *Date:* _____ *Year:* _____

My minimum salary is: \$ _____/Hour or \$ _____/Year

My long-term career goal is: _____

The transferable skills I need to develop include: _____

My ideal work environment is: _____

I will need to work the following schedule to accommodate my time management plans:

- Afternoons
- Nights
- Weekends
- Summer only



My dream opportunity would be . . . because: