CHAPTER 6
Finding and Applying for a Job

Section 6.1
Exploring Sources of Job Leads

Section 6.2
Applying for a Job

Exploring the Photo
CHECK THE JOB LISTINGS
A good place to find job leads is the classified ads. This person is looking at the listings in the local newspaper. What are some other places to find job listings?
Chapter Objectives

After completing this chapter, you will be able to:
- Define networking and explain why it is an effective way to develop job leads.
- Develop a career network and contact list.
- Explain how to use the Internet and other resources to find career opportunities.
- Explain how to prepare for and complete a job application.
- Write an effective résumé and cover letter.

Writing Activity - Personal Career Notebook

Collect as many job leads as possible over the coming week. Ask friends and family members about jobs. Read the classified ads in your local newspaper. Read the bulletin board in the placement office in your school. Write a paragraph about the details of each job opening and how you found each lead.

Get Motivated! Contact three working adults in your community. Ask them to tell you how they found their jobs. Write a paragraph describing their different ways of finding jobs.
Section 6.1

Exploring Sources of Job Leads

Reading Guide

Before You Read

Preview Read the Key Terms and Academic Vocabulary words below. In one or two sentences, predict what you think the section will be about.

Read to Learn

• What networking means and why this is an effective way to develop job leads
• How to develop a career network and contact list
• How to use the Internet and other resources to find career opportunities

Academic Vocabulary
You will find this word in your reading and on your tests. Use the academic vocabulary glossary to look up its definition if necessary.

Main Idea

The best way to find career opportunities is by using a variety of strategies, including networking and research using media resources.

Key Concept

• Finding Job Leads

Key Terms

❖ job lead
❖ networking
❖ contact list
❖ referral
❖ school-to-work programs
❖ temp job
❖ temp-to-hire job
❖ Internet

Graphic Organizer

As you read, list the different ways to find job leads and add notes about each way. Use a two-column chart like the one shown to help you organize your information.

<table>
<thead>
<tr>
<th>Ways to Find Job Leads</th>
<th>Notes</th>
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<td>1.</td>
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</tbody>
</table>

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Academic Standards

English Language Arts

• Read texts to acquire new information. (NCTE 1)
• Use written language to communicate effectively. (NCTE 4)
Finding Job Leads

Getting a job is the beginning of a new lifestyle. You will meet new people, be in new surroundings, and have new challenges and your own income. To get started on this adventure, you need to find a job that you will enjoy and that will start you on a career path.

Finding the right job usually begins with a job lead. A job lead is information about a job that is available. It can be a tip from someone you know, an ad in the newspaper or on the Internet, or information from organizations.

Networking

One of the most effective ways to find job leads is by networking. Networking is communicating with people you know or meet to share information and advice about jobs. Between 60 to 80 percent of all jobs are found by networking.

Your networking contacts may work at or know about a company that is hiring. These contacts can tell you what types of jobs are available and what the company is looking for in employees. They can also recommend you for a job and even help you get an interview.

You can start networking by making a contact list. A contact list is a list of people you know who might be helpful in your job search.

Think of all the people you know, such as your family, your friends, or people you may have worked with in the past. Can any of those people help you find a job? Have any of your friends started new jobs recently? Ask them if they have any leads to share with you. Do you know people who own and manage their own businesses? They may need someone with your qualifications or may know someone who is looking for an employee.
List people you know who work for or are connected with companies where you would like to work. Most business owners or managers welcome applications from friends of their employees because they trust the opinions of current employees. Valued company employees make good recommendations because they understand the skills, values, and work ethic of their company. Figure 6.1 shows different types of associations through which you can build the contact list for your network.

If you have established a good relationship with people in your network, they may provide you with referrals for jobs. A referral is a recommendation from a contact who is part of your network.

**Organizations**

Professional and community organizations provide good opportunities for networking. By joining these groups, you can meet people who may know of job openings. Electronic mailing lists, which are e-mail networks that link professionals working in specific industries, often provide useful job leads and contacts. Although some memberships can cost money, the opportunities that they provide may make the fee worthwhile.
School Resources

Be sure to use the career search resources that are available through your school. A counselor, teacher, or a school placement office can help you set up interviews with employers or identify and follow up on job leads in specific career areas.

They may also be able to get you into a school-to-work program or a school-to-career program. School-to-work programs are programs that bring schools and local businesses together to give students the opportunity to get valuable training and work experience. When students in these programs graduate, they may be given preference for jobs where they worked while in the program.

Print Job Advertisements

Sources of print advertisements include newspapers, magazines, and publications that are designed for a particular group of individuals or for a particular industry. Classified ads in newspapers and magazines can be part of your job search, but they should not be the only part. Only around 20 percent of job seekers find their jobs through the classified ads. Classified ads are usually brief and contain job title, job tasks, pay, location, skills required, and how to apply.

Using the Telephone

You can use the telephone to make calls to aid you in your job search. A hot call is a call to a specific person or to get specific job information, such as a call to follow up a referral or job lead. A cold call is a phone call to a prospective employer with whom you have had no prior contact. If you make cold calls, follow these guidelines to get the information you need:
- Identify places where you would like to work.
- Write an introductory script to use. Begin by introducing yourself and saying why you are calling.
- Write questions you would like answered, such as “Are there any job openings?”
- Request referrals.
- Thank the person for speaking with you.
- Now make your call. Ask for the personnel director or the supervisor of a department.
- After each call, record important information and evaluate how helpful the call was.

COLD CALLING Before making a cold call, prepare for what you are going to say. What else might you do to prepare for cold calling?
A telephone call may be the first contact that you have with a potential employer. Make your call effective. Practice your speaking and listening skills before making both hot calls and cold calls. Keep a record of your contacts and all the information you received from each conversation. Be sure to ask how to spell and pronounce the names of each person with whom you spoke.

**Employment Agencies**

An employment agency matches job seekers with job openings. Job seekers provide information to the agency by filling out applications and providing résumés. Businesses notify the agency when they have openings. The employment agency then brings the business and qualified job seekers together.

There are two kinds of employment agencies—public and private. Public agencies provide free placement services. Private agencies charge a fee, which may be paid by the job seeker, the employer, or both. Private agencies may give more personal service and list jobs not on file with a public agency.

Private agencies often specialize in temp jobs or temp-to-hire jobs. A **temp job** is a temporary job. It can last for one day or for many months. It is common for people to do temp work while they look for a permanent job. A **temp-to-hire job** is a temporary job that becomes a permanent job after a period of evaluation by the potential employer.
Using the Internet

The Internet, a worldwide public system of computer networks, is a good source of job leads. Job listings on the Internet are often called job postings.

Finding the Right Web Sites

Many Web sites connect job seekers with employers. Some sites list all types of jobs, while other sites might list jobs in a particular industry. Sites such as Monster.com and local newspaper Web sites are popular among job searchers and employers alike. At such sites, you can search for jobs according to job title, location, and other criteria. You can also search by keyword. A keyword is a word that is used to find related information. For example, if you want a job as a graphic designer, you might type graphic designer in the search area. Once you find a job, you can e-mail your résumé and cover letter directly to the company.

Most career Web sites provide more than job listings. Some sites permit you to post your résumé online so that recruiters can access it while searching for qualified applicants. Other sites provide support services such as personal job search agents, career counseling, career networks, bulletin boards, and free newsletters.

Some companies post job openings on their own Web sites. If you are interested in working for a specific company, you may want to visit that company’s official Web site. To find a company Web site, type the name of the company into the search bar of an Internet search engine.

Section 6.1 After You Read

Review Key Concepts

1. Explain why networking is an effective strategy for finding jobs.
2. Name two people you would include on your contact list. Why do you think they would be good contacts?
3. Identify two ways, other than networking, that you would use to help you search for job opportunities. Explain your choices.

Practice Academic Skills

English Language Arts

4. The saying “it’s not what you know, but who you know” often applies to finding a job. Write a one-page essay about why you agree or disagree with this statement. Give examples.
5. List five jobs that interest you. For each job, write a list of questions you would ask in a cold call.

Check your answers at this book’s OLC through glencoe.com.
Section 6.2

Applying for a Job

Reading Guide

Before You Read

Choose a Key Term or Academic Vocabulary word that is new to you. Write it on a piece of paper. When you find it in the text, write down the definition.

Read to Learn

• How to prepare for and complete a job application
• How to write an effective résumé and cover letter

Main Idea

Making a good first impression on potential employers is essential to securing a job.

Key Concepts

• Preparing to Apply
• Job Applications
• Preparing a Résumé
• Writing Cover Letters

Key Terms

• Social Security number
• work permit
• standard English
• job application
• personal fact sheet
• references
• résumé
• cover letter

Academic Vocabulary

You will find these words in your reading and on your tests. Use the academic vocabulary glossary to look up their definitions if necessary.

• relates
• accurate

Graphic Organizer

As you read, make a list of guidelines for completing a job application. Add your own ideas to the list. Use a table like the one shown to help organize your information.

Guidelines for Completing a Job Application

1. 
2. 
3. 
4. 

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Academic Standards

English Language Arts

• Read texts to acquire new information. (NCTE 1)
• Develop an understanding of diversity in language use across cultures. (NCTE 9)

Mathematics

• Understand meanings of operations and how they relate to one another
• Solve problems that arise in mathematics and in other contexts
Preparing to Apply

Employers are looking for the best person to fill the job. They want to know whether or not you have the ability to do the work. They will be influenced by the way you present yourself. They will also notice the way you dress and how well you communicate. They will want to know everything about you that relates to the job.

Be Confident

You may feel anxious and insecure when applying for a job. This is natural. Do your best to project confidence and a positive, professional image. Display this image every time you communicate with an employer over the phone, in writing, or in person.

Be Prepared

To apply for a job, you will need certain documents and information. If you have them when you apply for a job, it will show an employer that you are prepared.

First, you will need a Social Security number, a unique nine-digit number issued by the federal government that is required for all workers. If you do not already have a number, you can get an application for one at the post office or local Social Security office, or complete an online application at the Social Security Administration Web site.

Vocabulary

You can find definitions in the Key Terms glossary and Academic Vocabulary glossary at the back of this book.
**Italian: Many Dialects, One Language**

Italian is spoken in many countries besides Italy, including Switzerland, Croatia, and Vatican City. Like many languages, Italian is really a group of dialects. Dialects are forms of a language that differ from one another in vocabulary, pronunciation, and grammar. In school, Italian speakers learn modern standard Italian, the form of the language used in government and business. Standard Italian is really a dialect, too. It comes from the Italian spoken in the city of Florence. You will learn modern standard Italian if you take a course in Italian. If you encounter Italian speakers, though, you will discover many words and pronunciations that differ from the ones in your textbook.

**CRITICAL THINKING**

Why would it benefit a language learner to know that most languages have dialects?

**In Your Community**

Italian words are used frequently in the fields of cooking, art, and music. Ask a chef, artist, or musician which Italian words are used in his or her profession. Compile a list of these words as a class.

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If you are not a U.S. citizen or permanent resident, you may also need a work permit. A **work permit** is a document that shows you are allowed to work in the United States. In addition, some states require work permits if you are under age 16 or 18, as there are laws restricting the hours young people can work and the kinds of jobs they can hold. You can check your state’s requirements and get an application for a work permit at your school’s guidance office.

An employer may also request your resume. A resume is a great way to list your experience, education, and skills. You will learn more about resumes on page 140.

**Communicate Effectively**

The way you speak and write is one of the first and strongest impressions you will make on an employer, so it is important to use standard English. **Standard English** is the form of English you are taught in school. It is the form used in newspapers. Avoid slang and the use of filler words such as um, like, and you know. You may want to prepare by practicing answering typical interview questions with a friend.

**RECALL** What documents must you have in order to be able to work?
Job Applications

One way employers screen job applicants is by using job applications. A **job application** is a form that asks questions about a job applicant’s skills, work experience, education, and interests. You can request job applications in person, over the phone, and through the Internet.

You can make sure your application is **accurate** by creating a **personal fact sheet**, or a list of all the information about yourself that you will need for a job application form. A fact sheet will include your name, phone number, and address, your Social Security number (sometimes abbreviated as SSN), the date you can start work, the days and hours you can work, and the pay you want.

You may also include schools you have attended, places you have lived, and awards or accomplishments. For any jobs you may have had, include the contact information for the place you worked, your title, the tasks you did, when you worked there and for how long, your pay rate, and your reason for leaving the job.

Always fill out a job application completely, neatly, and accurately. On every job application, be sure to:

- Read and follow directions exactly.
- Use standard English and check your spelling with a dictionary.
- Answer every question. If a question does not apply to you, draw a short line in the space to show that you did not skip it unintentionally.
- Make your statements positive. If you believe that answering a question might disqualify you, write “Will explain in interview.”
- Keep your options open. For example, if you are asked whether you will work nights, you can write “Will consider.”

Know that employers do not have a right to ask about your age, disability status, race, national origin, religion, or gender on a job application. You do not have to tell them if you have been arrested, although you are required to disclose whether you have been convicted of a felony.

To get practice completing job applications, obtain a real-world application from a local company or find one online. Fill out an application for an employment opportunity in a career that interests you, then prepare a list of the information that you needed to complete the form.

**References**

Applications often request references. **References** are people who will recommend you to an employer. Choose references carefully and be prepared to list them on the application. Teachers, counselors, and former employers make good references. Make sure you ask permission to use people as references.
MIXED MESSAGES
Is it wrong to withhold information?

FAMILY CONNECTION Your uncle’s friend owns a music store in the mall, and he needs a part-time sales clerk. Your uncle left a message on your family’s answering machine to tell your sister about the job, and to let her know that his friend would be at the store this afternoon to interview her. You are also looking for a job, and you know that your sister is out with her friends and will not be home until tonight.

What Would You Do? Would you go to see your uncle’s friend about the job? Would you try to get in touch with your sister first? Why or why not?

DISCUSS IT How can you express your interest in the job while still leaving the opportunity open to your sister? In pairs, discuss possible ways to handle the situation and the consequences of each. Share your ideas with the class.

Taking Tests
When you apply for a job, you may have to take one or more tests.
- A performance test or a skills test evaluates how well you can do a particular task. An example is a keyboarding test.
- A drug test is a blood, hair, or urine test for illegal drugs.
- A polygraph test is a lie detector test. It may be required if you are applying for a job in law enforcement or government.

 IDENTIFY What documents should you bring with you when you apply for a job?

Preparing a Résumé
A résumé is a brief summary of a job applicant’s personal information, education, skills, work experience, activities, and interests. When you are applying for a job, you send your résumé to an employer by regular mail, e-mail, or fax. A good résumé may get you an interview. A poorly written and disorganized résumé, on the other hand, may ruin your chance of getting an interview. How can you make yourself look good to a potential employer on your résumé?

A good first step is to choose carefully what you will include, what you will emphasize, and how you will describe your experiences on your résumé. Avoid any negative information. If you do not have work experience, focus on the skills, education, and training you have. Include awards, hobbies, or activities. You can list your references or indicate that you will provide them on request. Place all this information in a folder in your Personal Academic and Career Portfolio. Refer to this folder when creating your résumés.
The best résumés are brief. Limit the length of your résumé to one page. It should be word-processed or typed. It should also be neat and free from errors in spelling, grammar, or usage. Before you send your résumé, evaluate it as though it belonged to someone else. Ask yourself: Would I hire this person? If the answer is no, keep working on your résumé.

Employers will see your résumé as a reflection of you, so make sure the document is well-written and organized.

**Organizing Your Résumé**

You must also decide how to organize the information on your résumé. There are two basic résumé formats, a chronological résumé and a skills résumé.

A *chronological résumé* presents your experiences in reverse time order. You list your most recent job first, then your previous job, and so on. You organize your education and other information in the same reverse time order. Figure 6.2 on page 142 shows an example of a chronological résumé.

The advantage of a chronological résumé is that it shows your growth in experience. It works best for a person with continuous work experience.

A *skills résumé* is organized around skills or strengths, such as attention to detail or interpersonal skills. This type of résumé highlights your skills and accomplishments. The advantage of the skills résumé is that you can emphasize your strengths. It is a good choice if you have limited work experience. Figure 6.3 on page 143 shows one way to organize a skills résumé.

**Scannable and Electronic Résumés**

Many companies use only e-mailed or electronically submitted résumés. Others scan paper résumés, copying and storing them electronically in their computers. When the companies need to hire someone, they do an electronic search of the résumés. They look for keywords that describe skills or job experiences they are seeking. Online job sites also store electronic résumés and use keywords to match job applicants with job openings.

Here are some tips for making your résumé easy to scan:

- Keep the résumé clean.
- Use crisp, dark type.
- Avoid italics, underscores, and other formatted type.
- Use white paper.
- Use keywords in describing your experience.

**Reading Check** **CONTRAST** How does an electronic résumé differ from a printed résumé?
Jennifer Reynolds
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Baltimore, MD 21214
(410) 355-0135
zreynolds@emails.com

**Job Objective**
Full-time administrative assistant position in a law office.

**Work Experience**
Nov. 2010–present
Jenkins Law Firm, Owings Mills, MD
Administrative Assistant (part-time)
- Perform essential administrative tasks such as scheduling, filing, managing correspondence, and answering busy phones.
- Transcribe case files and notes.

Feb. 2010–Oct. 2010
Sykes Assisted Living Facility, Sykes, MD
Staff Assistant (part-time)
- Performed administrative and managerial duties such as handling phone calls, keeping patient logs, filing, and answering questions from prospective residents and family members.
- Coordinated activities for senior citizens.

**Skills Summary**
- Dependable, responsible, and hardworking.
- Strong interpersonal and communication skills.
- Able to maintain confidentiality working with legal documents.
- Knowledge of word-processing and database software, including Microsoft Excel and Microsoft Word.
- Bilingual in English/Spanish.
- Type 65 wpm.

**Education**
2010
Liberty High School, Liberty Heights, MD
High School Diploma
- Course work in criminal justice and introduction to law.
- Participant in statewide Law Honors Project.
- Three semesters of computer applications courses.

**Name and Contact Information**
Write your name, full address, e-mail address, and telephone number (with area code) at the top of your résumé.

**Job Objective**
State the job you are applying for. Be sure to change this item if you are using the same résumé when applying for different jobs.

**Work Experience**
List your work experience, beginning with your most recent job. Include volunteer work if it relates to the job for which you are applying.

**Skills Summary**
Identify any business or other skills and abilities that you have gained in school, on a job, or in other situations.

**Education**
List the schools you have attended and diplomas or degrees you have received, beginning with your most recent education or training. You may also include any special subjects or programs.

A chronological résumé organizes information in reverse time order, beginning with work experience. You can use titles and spacing to identify major categories of information. When would this type of résumé be a good choice?
Jennifer Reynolds  
6400 Old Harford Rd  
Baltimore, MD 21214  
(410) 555-9135  
jreyields@emails.com

<table>
<thead>
<tr>
<th>Job Objective</th>
<th>Full-time administrative assistant position in a law office.</th>
</tr>
</thead>
</table>
| Communication | • Handle client correspondence in English and Spanish at law firm.  
| Skills        | • Motivated fellow students to donate canned food for Liberty High School food drive.  
|               | • Counseled clients and their families at assisted living facility.  |
| Computer Skills | • Create and update expense account worksheets in Excel.  
|               | • Type 65 wpm.  
|               | • Transcribed case files and notes using dictaphone and word-processing software.  
|               | • Desktop-published poster for dance at Liberty High School.  |
| Attention to Detail | • Managed computerized records for four attorneys.  
|               | • Spent 100 hours preparing legal brief for Law Honors Project.  
|               | • Wrote and distributed 50+ phone messages per day at law firm.  |
| Experience    | Nov. 2010–present  
|               | Jenkins Law Firm  
|               | Administrative Assistant (part-time)  
|               | Sykes Assisted Living Facility  
|               | Staff Assistant (part-time)  |
| Education     | 2010  
|               | Liberty High School, Liberty Heights, MD  
|               | High School Diploma  |

**Skills**  
Include your work experience in your skills description.

**Education**  
List schools attended, degrees earned, and subjects studied.

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**EMPHASIZING SKILLS**

A skills résumé contains the same information as a chronological résumé but is organized to highlight job-related skills and abilities. *When would this type of résumé be a good choice?*
Writing Cover Letters

When you send your résumé, you should always include a cover letter. A cover letter is a brief letter that introduces you to the employer and explains why you are sending your résumé. The letter reflects your understanding of the company and how you may be able to meet its needs. When writing a cover letter, emphasize facts that make you especially well qualified for the job. Your cover letter should be divided into three parts, as shown in Figure 6.4.

**Figure 6.4 COVER LETTER**

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November 30, 20--

Samuel Katz
United Merchants, Inc.
330 Commerce Center Plaza
San Francisco, CA 94107

Dear Mr. Katz:

Beth Prevatt suggested that I write to you about a job as a mail clerk in your office.

I have three years of experience in an office environment. I have handled incoming and outgoing mail, answered busy phones, and provided customer service. I am completing the computer career pathway at Liberty High School. Please see my enclosed résumé to learn more about me.

I think I would be a good addition to your office. I am personable, efficient, and dependable. I pay attention to detail and have excellent communication and organization skills.

Thank you very much for considering me for this opportunity. I look forward to speaking with you and telling you more about what makes me a good candidate for the job.

Sincerely,

Jennifer Reynolds

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INTRODUCE YOURSELF

Your cover letter should follow the format shown here. What information does a cover letter contain that is not in a résumé?
The opening paragraph of a cover letter explains why you are writing. Give the title of the job you are interested in and say where, or from whom, you learned about the job.

The body of your cover letter should persuade someone to hire you. In this section, highlight personal qualities, skills, and experiences that make you a good candidate for the job opening.

The closing paragraph tells how you will follow up. Always include your telephone number and e-mail address, if you have one, in this paragraph so that the employer can contact you.

Put time and effort into producing your cover letter. Like your résumé, your letter should be free of errors in grammar, spelling, and punctuation. If possible, ask someone else to proofread your cover letter before sending it to a prospective employer.

It is also a good idea to personalize your letter. For instance, when Andrea was a child, she loved Playskool toys. When she applied for a job with the company, she mentioned this fact in her cover letter, and it helped her to get the job.

Remember that a business will not hire you just because you need a job. Each job will have many applicants. Your cover letter should convince the employer that you have the necessary skills and abilities to do the job.

Section 6.2 After You Read

Review Key Concepts
1. Name three documents you may need when you apply for a job.
2. Explain why it is important to use standard English on a job application.
3. Distinguish between a skills résumé and a chronological résumé, and explain when it is best to use each format.

Practice Academic Skills

Mathematics
4. Anna wants to know how much she is likely to spend preparing her résumé. She does some research and finds that stationery will cost $23.45, envelopes will cost $18.63, stamps will be $7.80, and a new pen will be $3.99. What will her total expenditures be?

**Concept:** Adding Decimals To add decimals, simply list the numbers vertically, being sure to line up the decimal points. Add normally from right to left, carrying when necessary. Be sure to bring the decimal point down into the answer.

**Step 1:** List the numbers ($23.45, $18.63, $7.80, and $3.99) in a vertical line, with the decimal points lined up.

**Step 2:** Add, starting with the hundredths place. Be sure to place the decimal point correctly in the answer, and label the answer.

For math help, go to the Math Appendix located at the back of this book.