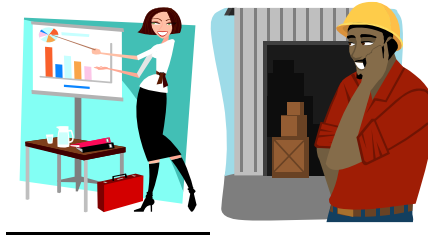


Job Search Tips for High School and College Students:

Who?

What?

Where? & How?



Fall 2008 edition

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It is never too early to start looking!

**Make sure you have working papers
(employment certificate), if you are ages 14–17.**

- All NYC public junior high and high schools are required to give working papers to students until the last day of the school year.
- When school is not in session, contact:
**NYC Department of Education Office of Attendance
(212) 374-6095.**

Have a resume and references

- A **resume** is a brief summary of your work and/or volunteer experience, education, school activities and recognitions.
- Have a list of at least **2 references** with addresses and phone numbers. (A reference is an adult who knows you well and has a good opinion of you.) References can be a past employer, friend of the family, teacher, guidance counselor, neighbor or religious leader.

A reference should not be a member of your family.

Book Resources:

Young Person's Guide to Getting and Keeping a Good Job by Michael Farr and Marie A. Pavlicko (650.14 F)

Creating Your High School Resume: A Step-by-Step Guide to Preparing an Effective Resume for College and Career by Kathryn K. Troutman (650.142 T)

How to Get a Job if You're a Teenager by Cindy Pervola and Debby Hobgood (650.1408 P)

What Color is Your Parachute? For teens: Discovering Yourself, Defining Your Future by Richard Nelson Bolles and Carol Christen (331.128 B)

Identify Your Skills for School, Work, and Life by J. Michael Farr and Susan Christophersen (331.702 F)

The New Totally Awesome Business Book for Kids (and their Parents) with Twenty Super Businesses You Can Start Right Now! by Arthur and Rose Bochner (658.041 B)

Young Person's Occupational Outlook Handbook by Editors at JIST Publishing Inc. (U.S. Dept. of Labor information) (331.702 Y)

Resources for finding where the jobs are

- **Start** telling friends, family members, friends of your family and teachers that you are looking for work.
- Read the *Help Wanted* sections of your local newspapers to see if there are jobs available.
- Look for a business that may interest you under the *alphabetical headings* in **the Yellow Pages of a Phone Book**.
- Now make a list of the businesses or stores that you would like to work in.
- Visit the business or store. If you can, talk briefly to one or two employees (when they are not helping any customers), to learn more about the business.
- Once you have done your research and are dressed properly, visit and ask if they are accepting job applications.

Here are some examples of headings that can be found in the Yellow Pages.....

Employment Agencies
Child Care Centers
Clothing-Retail or Wholesale
Comic Book-stores
Computer-Supplies and Parts
Foods—Carry Out
Music stores
Nursery-Plants and Trees
Nursery & Preschools

Office Supplies and Photocopying
Party Planning Service
Pet Shops
Pet Sitting & Exercising Services
Pet Supplies
Restaurants

Interviewing Tips



An *Interview* is a meeting with an employer, where questions will be asked by both the employer and you.

It is an opportunity for you and the employer to decide if you are the right person for the job.

- Know something about the company ahead of time.
- Dress in clothing that is neat and clean.
- Speak clearly and maintain eye contact.
- Prepare for questions you may be asked.
- Prepare questions to ask the employer.

Sample Questions You May Be Asked Are:

- What do you like to do in your free time?
- What are your strengths and weaknesses?
- Why do you want this job?
- What do you know about our company?

Sample Questions to ask an Employer:

- What would my duties be?
- Is there a dress code or a uniform that is required to wear?
- What are the days and hours I would have to work?
- Is there a training period?

Other ways to gain experience

The following industries are possibilities for finding employment/training:

- **CONSTRUCTION/TRADES:**

www.labor.state.ny.us/apprenticeship/general/Registration.shtm-

This information is on the New York State Department of Labor website.

Apprenticeship is the process of learning a skilled occupation through both on-the-job training (practical, paid experience) and learning the related technical knowledge in a classroom. You must be 18 years old, or be 16 years old with parental approval. Visit the site for more detailed information and to discover-

Current Recruitment/Apprenticeship Opportunities.

The New York City (Bronx, Queens, Brooklyn, Manhattan and Staten Island) **Apprentice Training Field Office** location and contact information is:

75 Varick Street - 7th Floor, New York, NY 10013

Tel. #: 212-775-3354

- **FINANCIAL INSTITUTIONS:**

Check the websites of Banks for career or job opportunities, such as bank teller or customer service. You can look up the names of banks or financial institutions in your area in the yellow pages of the phone book. Make a list of these institutes and then check if they have websites. You most likely will find a Career or Job Opportunities link on their website.

Examples:

Astoria Federal Savings.com has a link to "Careers with Us" at the bottom of their homepage. Click on "Career Listings" and then look at the various department openings. The term "Retail Banking" can show you Full-time and Part-time Bank Teller positions.

Chase.com has a link to "Careers" at the bottom of their home page
Commerceonline.com has a link to "Join our Team" at the bottom of their homepage.

Dimewill.com is for Dime Savings Bank. Click at bottom of home page on Careers, will bring you to Employment Opportunities.

Don't forget you can also go to your local bank and ask how you can apply for employment with their organization.

- **HEALTH CARE FIELD:**

Possible positions in this field are:

Working as a receptionist in a medical or doctor's office.

Lab assistant in a hospital setting.

Custodial work in a hospital or nursing home.

Check your yellow pages for medical or doctor offices, and hospital or medical clinic locations.

Hospitals will most likely have a website you can check for Job Opportunities.

Examples:

New York Methodist Hospital- www.nym.org

Just click on "Careers" to look for openings.

Lutheran Health Care (Medical Center) - www.lmcmc.com

Click on "Careers at LHC"

- **FOOD INDUSTRY:**

Work hours in this field are usually flexible. Possible jobs could be waiter/waitress, bus person, cook, host/hostess, cashier, manager, or dishwasher. It is usually not too difficult to find jobs in this industry. Try *snagajob.com* or *craigslist.com* for some possible openings in your area.

- **RETAIL INDUSTRY:**

You may find job opportunities in small, local stores or larger department stores. There are many types of retail stores:

Clothing, toys, automotive parts, pet care supplies, electronics, furniture, supermarkets, general department stores, drug stores and pharmacies, and many more specialties.

Large stores may have websites where you can look to see if there are job openings in Sales, Stock, Customer Service, or as a Cashier.

Internships

Internships are work opportunities that provide experience that can help when you apply for jobs or college. An internship can provide a realistic view of a particular career in which you may be interested.

They may or may not pay a salary. However they help develop workplace skills and networking opportunities. Your involvement in the program can demonstrate your dedication and initiative to future employers.

Some internship programs may also offer school credits.

Local Internships:

www.brooklynda.org/office/internship.htm

The Kings County District Attorney's Office hires college and law school interns during the summer, fall and spring semesters.

Students with any major may apply. Internships are unsalaried. Check out above website for application process.

www.studentworldassembly.org/forum/reg.htm

Student World Assembly- interns have the opportunity to engage in many aspects of grant writing, event planning and campaign strategies. Students are able to initiate ideas.

Nationwide Internships:

www.cbcampus.com - a division of Career Builder-can also find local internship programs (NYC) at this site.

www.students.gov

(scroll down and under Career Development section, click on the link for Internships)

www.internjobs.com - national database of internships for students and recent graduates.

Career Education:

- www.nyexploring.org

Exploring is a worksite-based program. It is part of the national Learning for Life's career education program for young men and women who are 14 (and have completed the 8th grade) through 20 years old. The program provides youth with local opportunities to learn hands on about specific career environments, such as finance, law enforcement, communications, real estate, and more, and obtain some training and mentoring. For further information, please call 212-651-2914.

Career Websites:

- **ACRN America's Career Resource Network**
www.acrna.net/i4a/pages/index.cfm?pageid=1
- **America's Career InfoNet**
www.acinet.org
- **CareerVoyages**
www.careervoyages.gov
- **Careerzone**
www.nycareerzone.org
- **GrooveJob**
www.groovejob.com
- **Jobweb**
www.jobweb.com
- **MyOwnBiz**
<http://myownbiz.brooklynpubliclibrary.org>
- **Naval Sea Cadet Corps ages 13-17**
www.seacadets.org/public
- **Nonprofit and Community Opportunities**
www.idealists.org
- **SnagAJob**
www.snagajob.com/default.asp

Volunteer

Find something that interests you and offer some of your time. Working as a volunteer provides some of the same benefits as Internships, plus makes you feel good about yourself.

Many organizations have Volunteer Departments. *Hospitals* are one example of organizations that offer Volunteer Programs.

Brooklyn Public Library also has a Volunteer Resources office.

One of their programs is "*Today's Teens. Tomorrow's Techies*" *T4@BPL*.

This is a free T4 Summer Technology Institute program where you can expand your technological knowledge, develop job skills and give back to your community. At the same time you can develop skills that can be added to your resume, college and job applications. During July and August, there will be 8 days of four-hour training sessions, in order for you to improve your computer skills and learn new technology. After this training you will be given an assignment.

Applications are accepted on a year round basis. Age requirements: 14-18.

You can visit www.brooklynpubliclibrary.org/support/volunteer/t4.jsp

or call 718.230.2018 to learn more about and, how to apply for this program.

Volunteering Websites:

- www.kidsforcommunity.org
- www.idealists.org