

Survival Manual

How to Make It on Your Own

The Diversity Foundation Table of Contents

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Job Hunting

Need to pay rent and utilities? Want clothes and a little spending money for a movie? Had an emergency come up, like car repairs? If you need money for expenses, you'll need to find a job. The job you find may not be the job you will want for the rest of your life, but it will give you **income** while you finish your **education and decide on a career**. *This section will help you look for a job, write your resume, interview, get the job, and start thinking about what you want to do for a career.*

What jobs are you currently qualified to do?

One of the first things an employer will look for, on your application or resume, is your job experience to determine if you're qualified for the job you're applying for. Your experience can include jobs you've done at home, volunteer or service jobs, and jobs you've been paid for. Job experience could include activities like cleaning, mowing, framing, tile setting, babysitting, sewing, baking, etc. In the space below, make a list of all the jobs you've had and what sort of activities they have involved.

My Job List and What I Did:

What jobs did you like the best? Look at the list and put a star by those jobs.

What did you like about those jobs?

Check each box that applies to your favorite jobs.

- Working inside
- Working Outside
- Moving around
- Sitting/standing still
- Working alone
- Working with a team
- Using tools or machines
- Close supervision
- Little supervision
- Public contact
- Being close to home
- Handling money
- Using numbers
- Learning something new
- Routine (simple – didn't have to make decisions)
- Solving problems
- Helping people (Customer Service)
- Flexible work schedule (hours/days vary)
- Regular work schedule (you could count on the same day/
hours per week)
- Advancement opportunity

My Next job

Name at least two jobs or careers that have the qualities that you checked above. You may want to consult with a job service person in your area (like Department of Workforce Services). Their advisors can help you understand how your past experience could apply to current job opportunities.

Job	Would consider working in this job?
Job	(Yes/No)
1. _____	_____
2. _____	_____

How do I find a job?

There are a lot of resources to help you find a job. A few options are listed below. Wherever you find a job that you're interested in, be sure and apply for it right away. They tend to fill quickly. After you apply, call the employer and ask if the job is still available and if you can interview.

NEWSPAPER ADVERTISEMENT – Many local newspapers will have job listings in the classified section. If you don't receive the paper, the local library will have current issues. Be sure and check the paper daily for new job postings, most jobs will be posted for the first time (and maybe only time) on Sunday. If you find a job that you feel you're qualified for and interested in, look at the employer's web site for information about the company.

JOB SERVICE (DEPARTMENT OF WORKFORCE SERVICES in Utah) – Job Service is a government funded office where you can get help to find a job, work on your resume, and decide on a career. They can also help you sign up for medical insurance, food stamps, child care, unemployment benefits, and financial aid.

The service is free to the public. (<http://jobs.utah.gov/>).

HELP WANTED SIGNS – Many employers, who have job openings, put signs in their window or outside their buildings. There may also be help wanted signs posted inside the buildings. Colleges often have openings for students attending their college which will be posted on bulletin boards throughout the college, most likely in the Student Services or Union Building.

FRIENDS AND RELATIVES – Some job openings will not be advertized. Some employers may ask their current employees if they have a friend or relative who is looking for a job. If you know of someone who is working in a job that you would like and are qualified for, tell them that you would like to know about any job openings with their employer.

YOUR CURRENT EMPLOYER – If you are currently working but are looking for a different job, you may want to ask your current employer what other positions are open within the company and what are the required skills needed for the job. Many employers have education programs that will pay for needed certifications or education that will help you move up in their company.

ON-LINE RESOURCES – Many jobs can be found on-line. Some of the on-line job resources include:

Craig's List <http://geo.craigslist.org/iso/us/ut> ,

KSL <http://www.ksl.com/> ,

Salt Lake Tribune Job Center www.workjobs.net,

<http://www.monster.com/>, and others.

For more sites, please visit <http://www.careeroverview.com/job-search.html>

You should call the Department of Workforce Services (DWS) before walking in to their offices asking for help. Calling first will save you an extra trip and frustration. You can find out, before walking in, what you are eligible to apply for. Ask them what you should bring with you to apply for services. An application for Job Service and financial aid can be done on-line <http://jobs.utah.gov/> .

After you fill out the on-line form, DWS will want to conduct a phone interview with you.

Where is the Job Service office (DWS) located, what is their number, and what hours/days are they open?

Who did you talk to (write down their name and their direct phone number)? _____

What services do they provide that you could use (food stamps, information on job openings, resume writing, skill testing for jobs, financial aid, health insurance, etc.)? Collect and read any brochures or written information that they provide to help you understand their services and how they work.

How do you apply for the services and what information do you need to provide (birth certificate, driver's license, income statement, etc.)?

Help Wanted Signs

Are there Help Wanted signs around your neighborhood within driving/walking distance? These signs will be posted outside and inside businesses. Look for job posting signs inside stores, fast food restaurants, college Student Services or Union buildings, etc. Find out how to submit your resume to each company. Some signs will give you the contact information you need, be sure and write the information down where you can find it (not on your arm or hand, please). Carry a small notebook to take necessary notes about your job hunt.

Job #1

Company: _____

Name of Manager and Direct Phone Number: _____

Job Advertized and Job Closing Date: _____

Qualifications: _____

Starting Wage: _____

Application: Yes/No _____ Date of Application _____

Job #2

Company: _____

Name of Manager and Direct Phone Number: _____

Job Advertized and Job Closing Date: _____

Qualifications: _____

Starting Wage: _____

Application: Yes/No _____ Date of Application _____

Friends and Relatives

Talk with your friends and relatives about their jobs. Ask them what their responsibilities are and what they like about their job (you want to be sure that your experience is applicable to the company and job opening). If there's a job opening that fits your experience at the company, ask them how you apply to work there (is there an application form at the office, do they require a resume, and who do you talk to and what is the number you need to call to apply?).

Contact #1

What is the name of your friend/relative and can you use them as a reference: _____

_____yes/no

Company name and address: _____

Contact person and their title: _____

Positions that are currently open: _____

How to apply for a job: _____

Contact #2

What is the name of your friend/relative and can you use them as a reference: _____
_____yes/no

Company name and address: _____

Contact person and their title: _____

Positions that are currently open: _____

How to apply for a job: _____

Your Current Employer

You could also talk with the Human Resources Office (HR) where you currently work as well as your current supervisor about job openings within the company. Here are some questions you could ask.

1. Are there advancement opportunities available within the company and what positions could you advance into?

2. What training or education courses are required to advance within the company?
Will the company help you get the training or education that you need to advance?

3. If another position interests you, can you apply for that position? Ask yourself what interests you about the other position.
Does it fit your skill set, provide promotional opportunity, and support a career path?

4. Will the company support you in moving into another position? This is where it really pays off to maintain a good employment relationship with your employer. In other words, it helps if you do a good job and be a team player.

Reading Job Advertisements in the Newspaper

Many employers will use newspaper want ads to advertise job openings. It's important to understand, based on what is written in the advertisement, what an employer is looking for in a new employee. An employer will advertise for the basic requirements you need to have to apply for the job. A lot of information is often crammed into a small space. Because of this, sometimes abbreviations will be used. Read the advertisements below and answer the questions.

Job #1 Production Machinist - Weekend Shift

We are seeking self motivated Production Machinist and Machinist helpers for part time weekend shifts. Candidates must have 2 to 4 years experience in machining. Two, 12 hour shifts are currently available, Saturday and Sunday from 6:00am to 6:00pm.

Job #2 Shipping Clerk

We are seeking a candidate to work on a fast pace shipping assembly line. Duties include filling customer orders, heavy lifting up to 50 pounds and continuous bending. Candidates must have a high school diploma and basic computer skills.
Hours 10am to 7:30pm
Monday - Thursday
and Friday 1pm - 5pm.
Must be willing to work overtime.

Job #3 Pizza Delivery

Earn \$100 a day. Willing to work weekends & evenings. Must have own car, insurance, and excellent driving record.
Call Bubba 801-555-5555

Which job would require you to.....

1. Work weekends?
2. Work full-time?
3. Have your own transportation?
4. Have a good driving record?
5. Work part-time?
6. Do physical labor?
7. Have previous experience?
8. Work days?
9. Work nights?
10. Be flexible with a work schedule?

Writing Your Resume

A resume is a personal fact sheet that tells a potential employer your skills and personal information. It's important to read the job description to know if your skills fit the job and then write your resume highlighting those skills. For example, if the employer is looking for someone proficient in WordPerfect you would definitely want to put that on your resume if it is a skill you have. Most employers will have an application for employment that requests basic information. The following questions will be asked on their application. Be sure and take all this information with you when you apply.

PERSONAL

Name: _____ Social Security # ____ / ____ / ____
 First Last Middle

Address: _____
 Street City State Zip Code

Phone Number: (____) _____ Email Address: _____

EDUCATION

Most recent school attended: _____

Last grade completed: _____ Did you graduate from High School: Yes/No
Current Student: Yes/No Where: _____

Special Training/Skills/Certifications: _____

EMPLOYMENT HISTORY

Include paid and unpaid experience in this section.

Company: _____ Telephone: _____

Position: _____ Dates: From ____ / ____ To ____ / ____

Supervisor: _____ Reason for leaving: _____

The purpose of a resume is to get an interview. The information that you put on your resume should be a brief summary of your skills, education, and job history.

There are different ways to write a resume. One option is to list jobs by the skills involved:

Functional resume is good when you have little experience. It will point out your skills and abilities rather than work history. You want to point out your capabilities and achievements. It will look something like this:

Skills:

- Operate IBM compatible computer
- Create documents using WordPerfect
- Conduct inventory

Achievements:

- Created new system for accurate inventory control
- Organized work area for efficiency

Chronological resume which is used to highlight a good work history in the same field you are applying for. You should begin with your most recent job and your most recent job should have the most employment information on it. List the year you started and the year you left. Identify your responsibilities and accomplishments for each job. You may want to say something like....

May 1990 to Present – ABC Construction, Salt Lake City UT – Construction Technology

Responsibilities included but not limited to:

- Maintaining a clean and organized work environment in order to expedite efficiency in construction, installation, and finish work.
- Insuring that each phase of the project was completed to quality and expectation before next phase was begun
- Supervision of new employees in all phases of floor installation and insured their complete training, ability, and overall job performance
- Reporting to the owner of the company for planning, collaboration, and reporting of project status.
- Maintaining inventory status and reorder of product.

Template for a Functional Resume:

First Last Name
Street Address
City, State, Zip
Phone (Landline or Cell)
Email Address
Education

In the education section of your resume, list the colleges you attended, the degrees that you've finished, and any special awards received.

Example: Excellent High School, Salt Lake City, Utah, graduate, 1998
 What Do I Know College, Salt Lake City, Utah, current student
 Excel Scholarship, academic achievement

Experience

This section of your resume includes your work history as a summary rather than by employment. Make a bulleted list of responsibilities and achievements. For example you might list skills like communication, problem solving, team player, planning and organizing. List the skill and then a short example of your on-the-job responsibilities that support the skill. If you have completed internships, include them too. You can also list any skills from summer jobs or unpaid jobs (volunteer or in the home). On a separate sheet of paper, you may also list the companies that you worked for, the location of the company, and the dates of employment. The employer usually will have an application that you will fill out that requests dates and employer information.

Accomplishments

Put your accomplishments here in specific terms. State what you did on the job and your accomplishments. For example, did you improve work flow so things went faster (efficiency), did you improve quality of product (productivity), etc.

Template for a Chronological Resume:

First Last Name
Street Address
City, State, Zip
Phone (Landline and/or Cell)
Email Address

Education

In the education section of your resume, list the high school and colleges you have attended or are attending, the degrees that you've finished, and any special awards you received. Use example in functional resume.

Employment History

In this section list the companies that you worked for, the company location (such as Salt Lake City, Utah), the dates of employment (from when 'til when), and your position or title. Under each company name bullet point your responsibilities and achievements.

Accomplishments

Put your accomplishments here in specific terms. State what you did on the job and the results. For example, did you improve work flow so things went faster (efficiency), did you improve quality of product (productivity), etc.

Preparing for the Interview

Before you go in for your interview, you should prepare by knowing how to answer a few key questions that an employer will ask. To get ready practice answering the following interview questions. Be positive and honest about yourself and your experience.

1. Tell me something about yourself.

Give general information: education and why you're looking for a job.

2. What did you do in your last job?

Talk about your responsibilities and accomplishments. Be sure and keep all your comments positive. An employer will want to hire someone who likes to work with people, gets along with a boss, and has a good attitude about working.

3. What did you like most about your job?

Did you like working with people, working with numbers, working with your hands, working outside, etc.? Talk about the things that will be the same in the job you're applying for.

4. What did you least like about your last job?

Make your statements as positive as possible. For example, "I would like to work more hours".

5. Why did you leave your last job?

Be honest and positive. Employers don't want to hear about problems with bosses or other staff. You may want to say something like, "I want to work with a company where there is a potential to learn more and move up".

6. Why are you interested in working for this company?

Do some research about the company prior to your interview. If the company has a web page, review it and find out what they do and how long they've been in business. Explain to the employer how your interests fit their company. Why should you research the company? <http://career.ucsb.edu/students/handouts/pdfs/How%20to%20Research%20Employers.pdf>

7. Why do you feel you are right for this job?

Explain how your skills and abilities fit the job and the company. Talk about how your interests match those of the company.

8. Are you planning on continuing your education?

Be honest with your plans. If you're planning on returning to school soon, tell the interviewer what your availability is for work.

9. What are your career goals?

What kind of work do you enjoy doing and what would you eventually like to do? Explain to the interviewer how this job will help you achieve your goal.

10. Why should I hire you?

Explain how your skills and abilities are right for the job. Also explain how your career goals will fit into the company. Tell the interviewer about your positive work habits.

For more information on how to interview.....

<http://www.best-interview-strategies.com/questions.html>

<http://www.michaelpage.com/content/39-top-10-interview-questions-and-how-you-should-answer-them.html>

<http://www.allbusiness.com/human-resources/careers-job-interview/11120-1.html>

Interview Tips

- Learn about the company and the job you're applying for before your interview
- Dress appropriately and neatly – pants should cover underwear and no low cut blouses - clothes should be clean and wrinkle free
- Take a pen, your resume (even if you've already sent it in to the company), and any other documents that may be helpful
- Arrive early for the interview – 10 minutes early is great
- Be polite and friendly to everyone you meet in the company
- Express interest and enthusiasm in the company and about the job
- Think positively – talk more about what things you like to do and your skills rather than problems with the last employer
- When leaving the interview, be sure and thank the interviewer for his/her time. Give the interviewer eye contact and shake his hand.
- Don't smoke on the property
- Don't chew gum or any food/drink during the interview

There will be a lot of competition for one job so you want to make sure that you stand out from the other candidates. One way to do that is to send a letter to the employer, preferably the same day as the interview (don't wait), thanking him/her for the interview. When you write a thank-you letter be sure and....

- Use the interviewer's name
- State again that you want the job
- Emphasize why you would be good for the job
- Thank the interviewer again for taking his/her time

I. Emma Worker

400 Want the Job Avenue

Salt Lake City, Utah 55555

(555) 555-5555

January 1, 2010

Mr. Joe Smith

Human Resources Manager

The Job Market

500 What Street

Salt Lake City, Utah 55555

Dear Mr. Smith

Thank you for your time and interest in me for the manufacturing position. The position that you outlined sounds both challenging and rewarding and I look forward to your decision concerning potential employment with The Job Market.

As mentioned during the interview, I have experience in manufacturing and assembly that I believe will lend the experience that is needed for the position. I understand the importance of maintaining a quality product through attention to detail.

Thank you again for the opportunity to interview with The Job Market. The interview served to reinforce my strong interest in becoming a part of your team. I can be reached at (555) 555-5555 or by email iemmaworker@imail.com should you need additional information.

Sincerely,

I. Emma Worker

Another Sample Thank you Letter

[Your Name]

[Street Address]

[City, ST ZIP Code]

[Current date]

[Recipient's Name]

[Recipient's title]

[Company Name]

[Company Street Address]

[City, ST ZIP Code]

Dear [Recipient's Name]:

Thank you for the opportunity to discuss the job opportunity for a [job title] with [company name]. It was a pleasure to meet with you on [date] and learn more about the position and [company name]. I was very impressed with the projects that [company name] is developing and the plans for future growth.

I am enthusiastic about the possibility of working for [company name]. The position sounds like a good match for my skills, education, and personal growth. Please contact me at [phone number] if you have further questions. I look forward to hearing from you.

Sincerely,

[Your name]

Do you want a Job or a Career?

There is a difference between a job and a career. A job is really just a source of income that helps you pay your bills. A career helps pay the bills but it is also where you will use your talent and interest in a chosen field that will, potentially, last for many years. A career usually requires special training, education, and/or certifications. Have you decided on a career? Do you have a plan to reach your career goal? If you haven't here are some steps you can take to help you decide.

Step 1

Assess your skills and talents. Looking at what you enjoy can give you some help to decide on a career. Sometimes, however, a hobby or your favorite fun things to do will not translate into a job or career where you can make enough money to support yourself. Ask yourself if your hobby has the potential to become a career. Also ask yourself if the basic skills that you have developed because of your hobby will be applicable in a career position. For example, if you enjoy working on your car and doing all the maintenance, you may want to consider a certification or degree in auto technology.

Step 2

Think about furthering your education. If you are unsure about a career, you might consider going to college. Taking some courses that appeal to you may give you some direction in deciding on a career. Your instructors and student advisors, at college, are good sources of information to ask questions about career choices. If you decide to get a certification, rather than a college degree (to help you advance in your career), then check out some community colleges. You will need to decide what type of education (certification or degree) will help you start or advance in the career you've chosen. Most community colleges will offer several different certification programs. Make sure that the certification will be accepted in the industry you want to work in. If you decide to go for a college degree, make sure the college is currently Regionally Accredited. If the college isn't Regionally Accredited, your degree may not be valued by an employer and probably will not transfer to another college.

Step 3

Check the job market and job market trends. It may be more difficult to get into a career that is already saturated with employees. You may want to go to the local job service and ask them where employees are needed now and what the future employment needs might be.

Step 4

Take some career and personality tests. These may help give you insight as to what really interests you and will apply to a career. Though some of these tests require effort, they may be worth your time and money to help you make decisions on your future. Many of the tests can be found on-line at <http://jobsearch.about.com/od/careertests/a/careertests.htm> . Some of these tests require a fee and others are free. You can also find career counselors in schools and universities that can offer you the tests, usually at no charge. The tests will ask questions about the things you like and about your personality. These tests will help you find something that you are naturally good at (or developed skills) and have an interest in. You may want to take more than one type of personality test to get a better understanding of where your interests and talents would apply to a career.

Step 5

Do your homework on career options. Read up on the qualifications and expectations of the careers that interests you. Doing this kind of research will help you weed through your potential career choices to determine the best option. You may, also, want to find people who are in the careers you're considering and talk with them about how they got into the position. Also ask them if they enjoy what they're doing, what their responsibilities are, and what is the potential for advancement. A Human Resources Director is also a good resource for answering career questions.

Step 6

Try something new (think outside your comfort zone). If you have the availability to intern, work part-time in a field that interests you, or volunteer, it will provide some experience that is invaluable. An internship, part-time job, or volunteer position will also be valuable to help make a career decision and provide experience for your resume.

Step 7

Prioritize your life. What's the most important thing in your life? Is it a good career or spending time with your family? Some careers may require too much time away from your family or too much energy. It may be better to choose something else or maybe there's another option in the same career field. Your family and personal happiness outside of your career should be the most important thing. Remember to keep a good balance with career, family, and fun in your life.

This information was provided, in part, from: http://www.ehow.com/how_2058414_decide-career.html

How to Make Decisions – in Five Steps

Step 1 - State the Problem – the first and probably the most important step is to identify the problem. You can't solve a problem unless you know what the problem is. Make sure that you understand the problem completely; sometimes it is not always the obvious that's the problem. Ask yourself a few questions about the problem before you put too much effort into it:

Is this my problem or someone else's?

Is the resolution of this problem going to change my life and how will it change?

Do I have the ability to solve this problem, or do I need help?

What are my resources for help?

Am I willing to let go of the problem, accept the consequences if I can't solve it?

Step 2 - Identify Alternatives – most of the time you will have several possible alternatives that could work. Consult with people who are successful and familiar with the situation to be sure you know all your alternatives. They may also be able to tell you what others may have done in similar circumstances that worked.

Step 3 - Evaluate the Alternatives – This is where you narrow the alternatives down to what is logical and doable. Which of the alternatives can be achieved, how much time will each alternative take, which will provide the best outcome, etc. If other people need to be involved with solving the problem, you may want to get together and discuss the alternatives.

Step 4 - Make a Decision - After you've evaluated all of the alternatives, you may find that a couple of alternatives are favorable. Review all the details and what is involved in each alternative so that it is clear in your mind. If time allows, you may want to leave the decision alone for a few days to and clear your head. When you return to the problem the solution may be more obvious to you.

Step 5 – Make it Happen – Get it done. If you find that the choice that you made isn't solving the problem, try the next alternative.