

# The Youth Beat

Helpful Tips for a Youth Job Seeker

Issue I, September 2006



**“Be Squared”**

## Top 10 Fastest Growing Jobs

1. Home health aides
2. Network systems and data communications analysts
3. Medical assistants
4. Physician assistants
5. Computer software engineers, applications
6. Physical therapist assistants
7. Dental hygienists
8. Computer software engineers, systems software
9. Dental assistants
10. Personal home care aides

*Source: America's Career InfoNet – Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections*

### Contact us:

Smart Business Resource Center  
1201 Placer Street  
Redding, CA 96001  
(530) 246-7911

## Enter the Job Market!

Like any other market, the job market is made up of buyers and sellers. However, unlike a supermarket, you are the seller, and employers are the buyers. What are they buying? They are buying your skills and assets. They are buying everything that makes you a qualified candidate.



## Challenge Yourself

*“Winners must have two things, definite goals and a burning desire to achieve them.”*

### Websites to Surf for Openings

Smart Business Resource Center  
[www.shastasmart.com](http://www.shastasmart.com)

America's Job Bank  
[www.ajb.org](http://www.ajb.org)

CaJOBS  
[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

Indeed  
[www.indeed.com](http://www.indeed.com)

Simplyhired  
[www.simplyhired.com](http://www.simplyhired.com)

### Other Ways to Find Openings

Walk-Ins: Dress appropriately, go at a good time, and be ready to advertise your skills.

Networking: tell those you know that you are looking for a job. Remember to follow up and express your gratitude.

### Some Tips for the Application

- Dress appropriately when picking up application.
- Be prepared with 3 references. Try to use professional references.
- Bring social security card and ID.
- Fill in all blanks. Use N/A for questions that do not apply.
- When listing reason for leaving a previous job, avoid using negatives such as fired, terminated, or quit.
- As for salary desired, put open or negotiable.
- Check for errors.
- Remember to sign and date.
- Check up on your application. Dress appropriately and walk in at a good time.

### Choose Your References Wisely

Be sure to list only references that benefit your job application. References should be able to say something positive about your ability to complete tasks or do a job. You can list someone you worked with on the job or on a project, a previous teacher, supervisor, school counselor, and/or others you've worked for.

AVOID using family or close friends. And remember, if you list someone as a reference be sure to notify them immediately.

## The Ask Lisa Corner



### Today's Topic: The Resume

#### 1. What is a resume?

*A resume is used to summarize your skills and present your qualifications to the employer.*

#### 2. How long should my resume be?

*Try to keep it one page.*

#### 3. What should be included in my resume?

*Don't forget the job objective. Also, include only relevant information. Use key words or the vocabulary of your occupational field.*

#### 4. What should it look like?

*That will be up to you. Most software programs will have a template that you can use. Remember, keep it simple, neat, and organized.*

#### 4. How should I describe my skills?

*Use short sentences that start with action words.*

#### 5. When should I have a resume?

**ALWAYS**

## When and Why Should I Submit a Cover Letter?

First, if you are submitting a resume, you should submit a cover letter. Not only will a cover letter give you a hand up over other applicants that do not have one, the cover letter gives you the opportunity to show your personality, as well as make your sales pitch. It will allow you to speak to the employer while presenting your skills and qualifications.

For more information on a cover letter: [www.shastasmart.com/jobseeker/index1.html](http://www.shastasmart.com/jobseeker/index1.html)

## Interview Tips

### Personal tips:

- Practice common interview questions.
- Research the company.
- Have questions to ask.
- Show up 10-15 minutes early.
- Plan what to wear in advance, make sure it is appropriate (follow the one step up rule).
- Look clean and refreshed.
- Apply perfume or cologne lightly or not at all.
- Don't chew gum.

### Bring with you:

- Photo ID, social security card, two pens, two copies of your resume, and your references.
- A career portfolio, which could include letters of recommendation, copies of awards/certificates.
- Don't bring friends or family.

Follow up the interview in person or with a follow up (thank you) letter.

## Online Applications: Catch up to Technology and the Internet

Many employers are now allowing applicants to apply or download applications online. The number of employers offering this has increased over the years. That is why it is important for you to become familiar with online applications.



### Tip:

When describing job duties or skills acquired from a current or previous job, include key words that have to do with the job you are applying for.

Key words can usually be found by looking at a job's description. If a job description is not provided, you could refer to online resources such as ONET to find general descriptions.

*See below, "Education, Training and Other Resources," for the ONET web address.*

## Holiday Hiring Fair 2006

The Smart Business Resource Center will be holding a hiring fair for this year's holiday season on **September 26, 2006**. Many employers are expected to attend, so you can save time by pre-registering at the Smart Center before the fair. Also, if you have your application information, resume, and references be sure to bring them with you. If not, you can ask for assistance at the fair. For more information, call (530) 246-7911.



## The Youth Program

Are you 18-21 years old and want to work? Are you having a hard time finding work? You may be eligible for the youth program at the Smart Business Resource Center.

We can help with job leads, paid work experience, GED prep, as well as financial assistance with GED test fees, interview and work clothing, transportation, and more.

For more information and to find out if you are eligible, call Lisa Feliciano at (530) 245-1534, or Becky Tyson at (530) 245-1542.

## Education, Training, and Other Resources:

Shasta College  
[www.shastacollege.edu](http://www.shastacollege.edu)

Lake College  
[www.lakecollege.edu](http://www.lakecollege.edu)

Shasta Builder's Exchange  
[www.shastabe.com](http://www.shastabe.com)

Shasta-Trinity ROP  
[www.strop.org](http://www.strop.org)

Labor Market Information  
[www.norcalink.com](http://www.norcalink.com)

Occupational Information Network (ONET)  
[www.onetcodeconnector.org](http://www.onetcodeconnector.org)