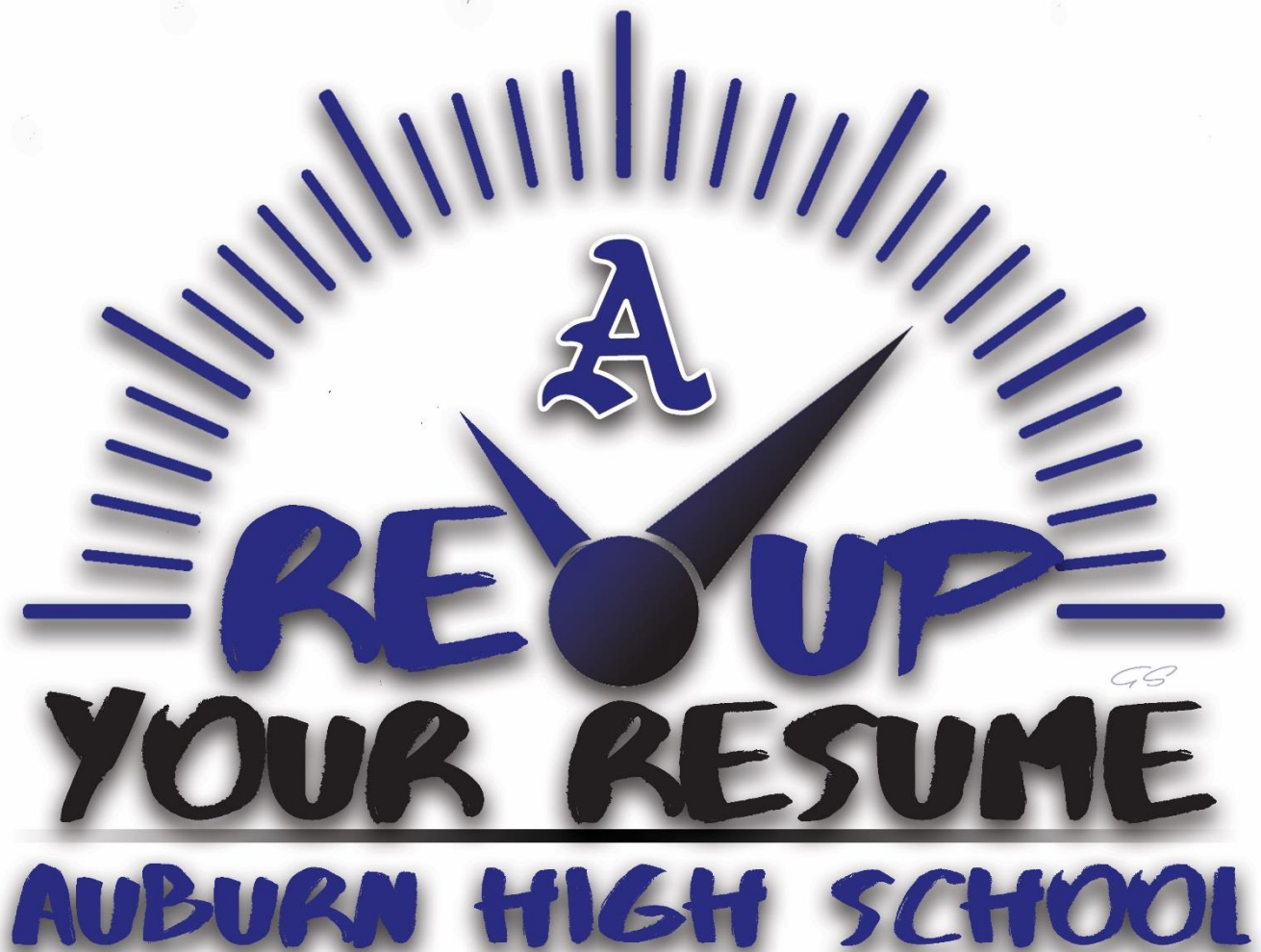
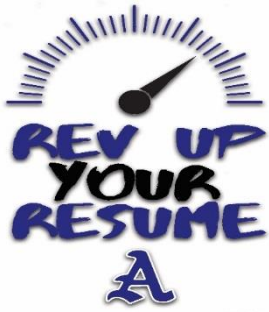


Auburn High School



Student College & Career Employment Success Guide

Published through the efforts of FACES grant writers:
Audrey Marshall, Work-Based Education Coordinator
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Auburn High School is pleased to offer this first printing of the Rev' Up Your Resume guide to assist you as you transition from high school to college and prepare to explore careers, network with employers and pursue academic opportunities. This guide is intended to help you construct and refine your resume. For additional guidance contact the Auburn High School Career Coach, Work-Based Education Coordinator, or an English Instructor for additional guidance as you prepare documents to assist you in your career search.

Employers Identify Four “Must Have” Career Readiness Competencies for College Graduates

Each spring the National Association of Colleges and Employers (NACE) publishes the results of *The Job Outlook*. The results of this survey provides information on NACE's seven career readiness competencies which represent the skills, experiences, and attributes that broadly prepare students for a successful transition into the work force. When asked to rate the career readiness competencies of college graduates in terms of “essential need,” employers view the following competencies as vital, according to results of NACE's *Job Outlook 2016 Spring Update*. For more information visit www.nacweb.org

Figure 1: Employers Rate Career Readiness Competencies in Terms of Essential Need (2016 vs. 2015)

Competency	
1. Leadership	9. Flexibility/Adaptability
2. Teamwork	10. Technical skills
3. Written Communications	11. Interpersonal Skills (relates well to others)
4. Critical Thinking/Problem Solving	12. Computer Skills
5. Verbal Communications	13. Detail-oriented
6. Professionalism/Strong Work Ethic	14. Organizational ability
7. Information Technology Application	15. Friendly/Outgoing personality
8. Analytical/Quantitative Skills	16. Career Management

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Marketing Your Self

Gaining Marketable Experiences

Show how your school, internship and/or work experiences relate to your career or job choice and demonstrate to the employer that you have the skills necessary to do the work. Include relevant experiences and skills gained from any of the following: full-time, summer, and part-time work, internships, work-based/Co-op, field work, special research projects, volunteer work, leadership positions, and extracurricular activities. Consider the following as you work on this section:

- Demonstrate the skills you acquired by describing your responsibilities using action verbs (refer to the attached list). Verb tense will depend upon whether or not you are currently performing the tasks stated.
- Keep the focus on you rather than the organization.
- Highlight your accomplishments and/or the results of your work, including promotions if applicable. Quantify and qualify your experience if possible (i.e., # of people supervised, amount of money raised). Include the dates for each experience listed and list in reverse chronological order.

Resumes

As a high school student, you may think that you don't need a resume until you are about to graduate from college and begin your search for a full-time job. However, high school students benefit from creating resumes just as much as college students. From getting into college to obtaining a part-time job, a resume is essential because college recruiters and employers alike want to see a brief summary of your abilities, education, and experiences. Any potential employer, admissions counselor, and/or volunteer recruiter should be able to obtain three (3) skills and three (3) experiences that would make you unique to the position you are seeking.

Important Resume Tips:

- **No more than one full page.** Your high school resume should never be longer than one page. If you are applying for an academic position you may consider creating a vitae which may be more than one page.
- **Customize your objective.** An objective lets potential employers know your main goal. For example, your objective may be "To obtain a part-time sales position with Starbucks." Objective statements are optional.
- **What if you do not have any work experience?** Consider listing volunteer work and/or school-related experiences, such as becoming certified in a particular area, laying out copy for a yearbook, tracking equipment for a sports team, creating programs for a school event or something similar. Anything that might be considered a task associated with the work environment is fine to use on your resume.
- **List your accomplishments.** Including your accomplishments on a resume can be beneficial because they show that you worked hard, were involved and performed tasks diligently in the sight of others.
- **Use keywords.** *(Use this tip when you are ready to submit a real resume using an online job posting.)* Most companies use applicant-tracking software, which scans resumes for keywords relating to skills, training, degrees, job titles, and experience. Make sure your resume gets through this preliminary screening... use the same key words on your resume as the qualifications listed on the company's job posting. (IMPORTANT: Only use the qualifications/keywords that you actually possess.)
- **Proofread everything to make sure there are NO mistakes.** It is highly recommended you have SEVERAL people to read your resume to look for errors, typos, and grammar mistakes. Mistakes are usually the first things an employer looks for to eliminate you from the hiring process.
- **Never lie on your resume.** Any non-truths stated on your resume could result in immediate firing and will ruin your reputation.

Resume Sections

The following sections may be included on your resume. Keep the employer's objective in mind and include only those sections that pertain to you. Devote more space and emphasis to those aspects of your experience which most qualify you for the jobs or academic experiences for which you are applying.

1. **Name, Address, Telephone, and Email (required):** Use your full name and set it apart from the body of the resume. In general, your name should be about 2 points larger in font than the body of the document, and bold.
 - Include an address if it shows that you are in close proximity to the career opportunity you are applying for.
 - List one telephone number where you can be reached. If you have an answering machine/voicemail, unusual greetings such as song lyrics or inappropriate humor should be avoided.
 - Include an appropriately named email account that you check daily.
2. **Education (required):** List name(s) of school(s) attended (in reverse order), location (city and state or country), anticipated month and year of completion, and academic endorsement/concentration.
 - Include other educational training or activities which are pertinent to your objective (i.e., relevant courses at Auburn High School and/or other institutions, professional certifications and/or licenses). Honors and awards may be included here or under a separate heading (see below).
 - GPA is generally not required on a resume, but it is wise to include it if it enhances your qualifications for your field. Related/Relevant Coursework: For many students, their academic courses show a level of knowledge in a field they may not have much experience in, and therefore should be included.
 - If the section "Related Courses" or "Relevant Coursework" is included, the courses listed must be related or relevant to the position/industry for which you are applying.
3. **Work/Professional Experience** This section SHOULD include unpaid work/internships and campus activities if they are related to your career interest area. **(required):**
 - Show how your on-campus, internship and/or work experiences relate to your career or job choice and demonstrate to the employer that you have the skills necessary to do the work. Include relevant experiences and skills gained from any of the following: full-time, summer, and part-time work, internships, assistantships, field work, special research projects, volunteer work, and extracurricular activities. Consider the following as you work on this section.
 - Demonstrate the skills you acquired by describing your responsibilities using action verbs. Verb tense will depend upon whether or not you are currently performing the tasks stated.
 - If you have work experiences that do not relate to what you are applying for, you may wish to list them in a separate section below "Related Experience." For example, if you have worked as a waitress, but you are looking to explore non-profit internships, your work with HAVOC would go in "Related Experience" and your restaurant work may be lower on the page under "Other Experience" – even if more recent.
4. **Honors and Awards (optional):** List academic honors (i.e., Dean's List), prizes for leadership, or achievements which demonstrate academic excellence or special abilities. Give a brief description of the award. Include relevant dates. Think strategically when deciding which awards to include; only list high school or national honors/awards which have been received within the last 3 years.
 - Keep the focus on you rather than the organization.
 - Highlight your accomplishments and/or the results of your work, including promotions if applicable. Quantify and qualify your experience if possible (i.e., # of people supervised, amount of \$ raised). Include the dates for each experience listed and list in reverse chronological order.
5. **Extra-Curricular and/or Volunteer Activities (optional):** This section can add depth to your resume by showing commitment and involvement outside of academic coursework and employment and may help to establish common interests with employers.

Resume Tips

***Required**

1. Name, Address, Telephone, and Email*
2. Education*
 - GPA if 3.0 or above
 - Anticipated Graduation Month Year
 - Related/Relevant Coursework
 - Area of Endorsement
3. Work/Professional Experience*
 - This section *SHOULD* include unpaid work/internships and campus activities if they are related to your career interest area.
4. Honors and Awards (optional)
 - Accomplishments/Awards
5. Extra-Curricular Activities/Volunteer Activities
6. Related and Additional Skills
7. Interests/Other Relevant Information
 - Include any specific interests that could equate to work related opportunities.
 - International students with legal permission to work in the U.S. and/or those with dual citizenship should include a sentence to that effect.

Include experiences from high school only unless you have received a national award or recognition within the last 3 years.

- Include leadership positions and membership in clubs, organizations, and/or athletics.
 - Illustrate how you progressed (i.e., member to president, writer to editor). You may choose to briefly elaborate on your role(s) and/or provide descriptions for those activities which require further explanation
6. **Related and Additional Skills (optional):**
- Describe special skills which are applicable to the job. These could include computer, technical, scientific and/or artistic skills, special certifications, or foreign languages.
 - List published articles or books, identify the publisher and/or publication and include actual or expected date of publication. You may wish to include a link to your work if it is online.
7. **Interest/Other Related Information (optional):**
- Include any specific interests not otherwise noted on your resume that you want prospective employers to know about you.
 - International students with legal permission to work in the U.S. and/or those with dual citizenship should include a sentence to that effect.

References

Employee Reference Check Form

Name of Applicant: _____

Person Contacted: _____

Company: _____

Position/Title: _____ Phone: _____

Relationship to applicant: _____

1. How long has it been since you last spoke with the applicant? *(Were you aware they had put you down as a referee for this application?)*

2. What were the dates of his/her employment with you?

3. What was the nature of his/her job? *(Describe position applied for - Do you think they would suit this sort of role)*

4. How would you describe his/her performance in comparison with other people?

Guidelines for Selecting References

Ask permission BEFORE listing person as your reference. It is a good idea to provide your references with an updated copy of your resume.

List COMPLETE contact information for AT LEAST 3 references. Great candidates for references

CAN INCLUDE:

- Current/Former Teachers
- Current/Former Employers
- Tiger Connect Advisers
- Extra-Curricular Activity Sponsors

Anyone who has served in a supervisory/mentorship, or advisory capacity.

DO NOT INCLUDE:

your peers, parents, or relatives as professional references.

References should be persons who can vouch for your academic progress, character, work ethic, and/or who can attest to your ability to perform work related tasks.

Action Verbs

COMMUNICATION/INTERPERSONAL

Addressed	Directed	Negotiated	Specified
Advertised	Explained	Originated	Spoke
Advised	Drafted	Outlined	Suggested
Authored	Edited	Presented	Summarized
Collaborated	Enhanced	Proposed	Translated
Communicated	Interpreted	Publicized	Wrote
Condensed	Interviewed	Referred	
Conducted	Lectured	Reinforced	
Defined	Marketed	Reported	
Developed	Mediated	Resolved	

TEACHING SKILLS

Adapted	Delivered	Guided	Taught
Advised	Developed	Illustrated	Trained
Clarified	Encouraged	Informed	Transmitted
Coached	Evaluated	Instilled	Tutored
Communicated	Explained	Instructed	
Coordinated	Facilitated	Motivated	
Critiqued		Persuaded	

CREATIVE SKILLS

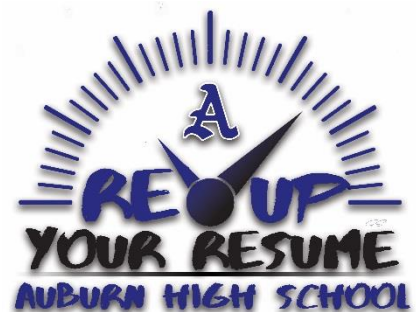
Acted	Designed	Founded	Originated
Adapted	Developed	Illustrated	Performed
Began	Directed	Initiated	Planned
Combined	Displayed	Integrated	Revised
Composed	Drew	Introduced	Revitalized
Conceptualized	Entertained	Invented	Shaped
Created	Established	Modified	Sketched
Customized	Fashioned	Modelled	Solved
	Formulated		

HELPING SKILLS

Adapted	Coached	Facilitated	Rehabilitated
Advocated	Collaborated	Furthered	Represented
Aided	Contributed	Guided	Shared
Answered	Cooperated	Helped	Simplified
Arranged	Counseled	Intervened	Supplied
Assessed	Demonstrated	Motivated	Supported
Assisted	Educated	Prevented	Volunteered
Clarified	Encouraged	Provided	
	Expedited	Referred	

ORGANIZATIONAL/ DETAIL SKILLS

Arranged	Coordinated	Inspected	Prepared
Assembled	Disturbed	Maintained	Processed
Catalogued	Coded	Monitored	Provided
Categorized	Executed	Obtained	Purchased
Classified	Filed	Operated	Recorded
Collected	Implemented	Ordered	Responded
Compiled	Incorporated	Organized	Reviewed
Corrected		Planned	



Cover Letters

What is a cover letter?

A cover letter serves to quickly introduce yourself to prospective employers, college admissions officers, and/or organizations you seek to join. The cover letter precedes the resume and is the first document employers or admissions officers see; therefore, the cover letter is important in making a good first impression. Essentially, the letter should include the following information: your purpose for writing; your qualifications for the job or scholarship; and your plans for following up after the interview (The OWL at Purdue).

The cover letter should also accomplish the following:

- Explain your experiences in a story-like format that works with the information provided in your resume.
- Allow you to go in-depth about important experiences/skills and relate them to job requirements.
- Show the employer that you are individualizing (tailoring) this job application.
- Provide a sample of your written communication skills (The OWL at Purdue).

What should I consider when creating a cover letter?

- **Function:** Cover letters are intended to accompany resumes and serve as a personalized introduction to the writer, ultimately providing more detail and relevant experience about the applicant. Think of this as an opportunity for you to sound express your writer's voice.
- **Form:** Cover letters should be written in a formal business letter format. It is the writer's responsibility to research that format and know the correct placements for the heading, date, salutation, body paragraphs, closing, and signature. If an applicant fails to include these essential elements, he or she is already regarded as potentially incapable, unknowledgeable, or unprepared.
- **Effectiveness:** Effective cover letters combine function and form, crafting a personal, sincere letter that also provides additional details and relevant experience in a formal way. Strong cover letters have clear purposes, are aesthetically pleasing or easy to read, include relevant information, and demonstrates correct grammar, spelling, and punctuation (ReadWriteThink.org).

Sample Cover Letter

OPTIONAL

(ReadWriteThink.org)

313 Smalltown Lane
Yourtown, TN 37701
October 1, 2016

QS

Mr. Peter Jones
Assistant Manager
Happy Time Daycare
774 Mytown Drive
Yourtown, TN 37701

DS

Dear Mr. Jones:

DS

I am writing to apply for the Daycare Assistant position that was advertised in our local newspaper, *The Yourtown Journal*. I have much experience working with young children and think I would be a good addition to your daycare facility.

DS

I have been a childcare provider for three years, having cared for children ages 4 through 12. My experience includes short-term and long-term positions. By this, I mean that I have babysat for children for one evening or day, and I even cared for a family of four children for three months during the summer.

DS

I hope that you will consider me for this position. You may contact me by phone at (555) 555-555 or by email at jane.smith@myemail.com. I look forward to speaking with you to discuss my experience and how I can be a strong addition to Happy Time Daycare.

QS

Sincerely,
[your signature goes here]

QS

Jane Smith

QS-quadruple space (Enter 3 times)
DS-double space (Enter 2 times)

Sample #1 - High School Student Resume with Work Experience

STUDENT NAME

1234 Street North
Auburn, AL 36830
(334) 555-5555 | [firstlastname@email.com](mailto:firstname.lastname@email.com)

EDUCATION

Auburn High School
Auburn, AL
Anticipated Graduation: May 20xx
GPA: 3.62

WORK EXPERIENCE

Child Care Provider

The Downing Family: Auburn, AL Jun 20xx - Present

- Supervise 4 children under the age of 11 on occasional weekends and during school breaks
- Responsibilities include: food preparation, direct play activities and provide tutoring

Waitress/Server

Great Food Restaurant: Auburn, AL Jun 20xx - Dec 20xx

- Primary responsibilities included taking orders, explaining menu items, delivering food and beverage orders, and clearing/setting tables
- Provided prompt and courteous service
- Assisted co-workers to improve workflow and customer service

VOLUNTEER EXPERIENCE

Youth Volunteer

2nd Baptist Church, Auburn, AL Jun 20xx - Present

- Setup and maintain activities for visitors;
- Work with children in the summer camp programs
- Assist with SWEAT week activities
- Over 200 hours of community service completed to date

Volunteer

Boys and Girls Club, Auburn, AL Oct 20xx - Present

- Responsible for mentoring a youth one-on-one, on a weekly basis
- Assist with homework, play activities, support positive choices and help develop effective communication skills

SKILLS & ABILITIES

- Certified in ServeSafe, Microsoft Word, and Excel
- Computer skills include Microsoft PowerPoint and Adobe Photoshop

Sample #2 - High School Student Resume Transferred Schools

Student Name

1234 Street North
Tacoma, Washington 99999
(253) 555-5555 | [firstlastname@email.com](mailto:firstname.lastname@email.com)

Career Objective

To obtain a part-time barista position at Coffee Beans while completing high school credit

Education

Aug 20xx – Present **Auburn High School-Auburn, AL**
Anticipated Graduation: May 20xx

Aug 20xx – May 20xx **Other High School-Anotherplace, GA**
Transferred

Work Experience

Oct 20xx – Nov 20xx **Barista**, The Coffeebucks, Auburn, AL

- Prepared quality beverages for customers
- Responsibilities included cash handling and cash registry; customer service; inventory; quality control; and followed health, safety, and sanitation guidelines

Jan 20xx - Aug 20xx **Child Care Provider**, The Johnson Family, Auburn, AL

- Supervised three children under the age of 10 on weekends and during school breaks
- Responsibilities include: transporting children to activities, food preparation, and provide tutoring

Volunteer Experience

May 20xx – Present **United Way Volunteer**, Auburn, AL

- Participation in various events including food bank distribution, neighborhood clean-up projects, and several events for fundraisers
- Over 200 hours of community service completed

Extracurricular Activities

• Health Occupations Students of America (HOSA)	20xx-20xx
• Volleyball	20xx-20xx
• French Club	20xx-20xx

Awards & Certificates

• CPR & First Aid Certificate	March 2012
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Skills & Abilities

- Adobe: Photoshop and InDesign
- Microsoft Office: Outlook and Word
- Fluent in Spanish

Sample #3 - High School Student Resume-Self Employed Experience/Internship

Student Name

6 Pine Street, Auburn, AL 36830

home: 555.555.5555

cell: 555.432.1111

simplename@gmail.com

Education

Auburn High School-Auburn, AL
Anticipated Graduation: May 20xx
Area of Endorsement: Precision Machining

Relevant Course Work:

- Introduction to Manufacturing
- Introduction to Precision Machining
- Work-Based Education

Experience

Self Employed Lawn Maintenance

20xx - Present

Provide lawn services including: mowing lawns, leaf and debris removal, and pressure washing

Work-Based Education Internship

August 20xx- May 20xx

Completed welding internship with local manufacturing company

Volunteer Experience

Big Brother/Big Sister Program

Relay for Life: Big Man on Campus Junior Class Representative

Interests/Activities

Skills USA Member

Boy Scouts

Achievements

National Honor Society: 20xx-20xx

National Technical Honor Society

Certifications

NIMS Certified

Work Keys Silver Level Certification

Sample #4 - High School Student Resume-Without Work Experience

PERRY JAMESON

1515 Happy Drive #62
Auburn, AL 36830
simplename@gmail.com
(555) 432-1111

OBJECTIVE

Seeking experience in print and online journalism while working with a communications, public relations, or publishing firm through a part-time job or summer internship

EDUCATION

Auburn High School—Auburn, AL
Anticipated Graduation: May 20xx
GPA: 3.99
Top 5% of class

RELEVANT COURSES

Advanced Placement English
Debate
Multimedia Design
Television Production

EXPERIENCE

Yearbook Staff, Hometown High School

August 20XX – Present

- Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

Free Press Staff Member

August 20xx - Present

- Features editor of campus newspaper, responsible for award-winning design.
- Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

HONORS, AWARDS, AND MEMBERSHIPS

20xx U.S. Media Association Scholarship Recipient

Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.

20xx Best High School Newspaper Design Winner

Central State Regional Communications Competition, sponsored by the Communications Department

20xx-Present Auburn High School Tiger Ambassador

20xx-20xx Debate Team

Sample #5 - High School Student Athlete Vitae (Page 1)-Work Experience

Student Name

1234 Street North
Auburn, AL 36830
(334) 555-5555 | [firstlastname@email.com](mailto:firstname.lastname@email.com)

Education

Auburn High School
Anticipated Graduation

Auburn, AL
May 20xx

AP/Honors Classes

AP English
Honors Chemistry

AP U.S. History
Honors Anatomy

Academic Achievements

National Honors Society (11)
National French Honors Society (11)
Scholastic All American Swim (11)
National French Scholar (10)
State of Alabama winner of Auburn University Writers' Conference (10)

Employment

March 20xx – Present
Swimming Instructor
Auburn Aquatics ABC minor operative

Extracurricular Activities

Health Occupational Students of America Medical Internship (12)
Group Leader on youth retreat- Church of the Highlands (12)
Church small group leader of middle school girls (12)
Student Council (11)
Auburn High School Free Press- Development Coordinator (11)
French Club (10, 11)

Student Name

1234 Street North
Auburn, AL 36830
(334) 555-5555 | [firstlastname@email.com](mailto:firstname.lastname@email.com)

Birth date: February 2, 1999
High School: Auburn High School
405 S Dean Rd. Auburn, AL 36830

Click here for 100 breast at 1:04.01
<http://youtu.be/zrnj0eLNxAU>

Academics

GPA : 3.9 (unweighted)
Test Scores: ACT 31 (superscore)
Reading (36)
English (33)
Math (27)
Science (26)

Swimming

Auburn Aquatics (8-11th Grades)
Coach: Jeff Dellinger jeffdellinger@msn.com
Erica Kinsaul swimauburn@gmail.com
Montgomery Barracudas -Paul Milke (6-8th grade)

Top Swim Times

SCY	LCM
100 Br. 1:04:01	100 Br. 1:14:68
200 Br. 2:22:55	200 Br. 2:44:29
50 Fr. 23.99	50 Fr. 27.19
2IM 2:08:21	2IM 2:30:30

Relay
400 Free **52.2 (last leg)**
200 Medley **23.6 (Free, last leg)**

Swim Honors

Individual- **Winter Junior Nationals 2016**, Auburn High School State Champions (10, 11)
400 Medley Relay (free, last leg) - **Junior Nationals**, State Record Holders (10, 11)
SC Southeastern Champions (10), State Champions and gold medal (10, 11)
200 Medley Relay (free, last leg) - State Champions, gold medal (10, 11), **State Record Holder**

Sample #6 - High School Student References

Student Name

1234 Street North
Auburn, AL 36830
(334) 555-5555 | firstname.lastname@email.com

References

Mrs. Holly Robinson, English Teacher

Auburn High School
1701 Samford Avenue
Auburn, AL 36830
(334) 887-4970
hrobinson@auburnschools.org

Mr. Clayton Sweeney, History Teacher

Auburn High School
1701 Samford Avenue
Auburn, AL 36830
(334) 887-4970
ctsweeney@auburnschools.org

Mrs. Audrey Marshall, Work-Based Education Instructor

Auburn High School
1701 Samford Avenue
Auburn, AL 36830
(334) 887-4994
amarshall@auburnschools.org

Employment Applications

If you are looking for a job, then you will probably have to fill out one or more job applications. Know that employers do look at these and use these as first impressions about you before they might meet you for a face to face interview. Here are some tips to help you:

Tips for filling out Job Applications:

- Before you start writing, look over the form to make sure you are filling it out correctly. Every application will be slightly different.
- Also do not be afraid to ask for more than one copy of the application, in case you mess up.
- Always use a black or blue ink pen when filling out a job application.
- Ask someone for help if you are not sure
- Never lie on your application
- If it says explain, explain in detail. The more information you supply, the more helpful it is to the interviewer.

Completed Job Application

Please print or type all information.

PERSONAL

Date: 4-5-03	Phone No: (828) 726 - 2230	Social Security No: 123 -45 -6789	
Name: (First) Carlos	(Middle) Antonio	(Last) Sanchez	
Present Address: (Street) 2385 Hickory Blvd.	(City) Hudson	(State) NC	(Zip) 28638
Emergency Contact Person(s): (Name) Maria Sanchez (Phone No.) (828) 726-2275			
Are you over 18 years of age? (circle one) Yes No		Are you a citizen of the US? (circle one) Yes No	
If you are not a citizen of the US, do you have the legal right to work in the US? (circle one) Yes No			
What shift do you want to work? (circle one) 1st Shift 2 nd Shift 3 rd Shift			
Job Applying For: Waiter		Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

EDUCATION

Circle the highest grade completed:

Grade School	High School	College
5 6 7 8	9 10 11 12	1 2 3 4

EMPLOYMENT HISTORY (List previous employers starting with most recent)

Employer	Address	From	To	Job Description	Salary
Ragazzi's	1770 Hwy 70 SE Hickory, NC 28601	9/01	3/03	Waited tables	\$6.50
Broyhill Furniture Plant 2	1355 Morganton Blvd. Lenoir, NC 28645	9/98	6/01	Built drawers	\$8.25
Holiday Inn	Hwy 321 LR Blvd. Hickory, NC 28601	5/97	8/98	Served meals	\$7.00

REFERENCES:

Name	Address	Phone Number
Mr. Juan Lopez	Hudson, NC 28638	(828) 728 - 2565
Mrs. Elizabeth Long	Granite Falls	(828) 396 - 2586
Mr. Adam Cook	Hickory, NC 28602	(828) 328 - 0001

The facts in my application for employment are true and complete.

Applicant's Signature *Carlos Sanchez* Date 4/3/03

Sample W-4

worksheets that apply.

- If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$25,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0074 **2008**

Department of the Treasury
Internal Revenue Service

► Whether you are entitled to claim a certain number of allowances or exemption subject to review by the IRS. Your employer may be required to send a copy of this certificate to the IRS.

Fill in Name and Address using local address

1 Type or print your first name and middle initial. Last name **Must check Single**

2 Your social security number **Must have SSN. Do not submit without this number**

Home address (number and street or rural route)

City or town, state, and ZIP code

3 ☒ Single ☐ Married ☐ Married, separated, or spouse is deceased. Note: If married, but legally separated, or spouse is deceased, check here. You must call 1-800-772-1111.

4 If your last name differs from that on your social security card, check here. You must call 1-800-772-1111.

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) **Claim 1 or 0 on Line 5. Exceptions apply - see Determining Tax Status for info.**

6 Additional amount, if any, you want withheld from each paycheck **Additional \$ amount not needed**

7 I claim exemption from withholding for 2008, and I certify that I meet both of the following conditions for exemption:
 • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
 • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
 If you meet both conditions, write "Exempt" here **Always leave line 7 blank**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature **Make sure to sign and date**

Date

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)

9 Office code (optional)

10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (2008)



Job Interview Tips for High School Students

1. Arrive for your interview about 15 minutes in advance.
2. First impressions have a high impact. Be cautious with the way you dress and groom yourself to show the employer that you are taking the job seriously.
3. The receptionist, secretary, or another staff member who greets you may not be your interviewer. However, you can bet that the interviewer will ask about their impressions of you.
4. Greet the interviewer with a firm (but not crushing) handshake, a warm smile, and look them in the eye. Make a mental or physical note of their name and use it during the interview, so you remember it for your follow up. Always address the interviewer as Mr. or Ms. Employers will be evaluating how you might interact with their staff and customers, who are probably primarily adults.
5. Turn your cell phone off or to vibrate, and resist the temptation to take a peek at any time before, during or after the meeting, when you are in view of the interviewer.
6. Exude energy, enthusiasm and a positive attitude at all times. Employers want upbeat teen workers who do not bring any attitudinal baggage to the job. When sitting, avoid slouching and lean slightly forward, like you are eager to hear the next thing that the interviewer has to say.
7. Take inventory of your strengths prior to the interview. If the employer has advertised the job, look at the description and be prepared to say how you meet as many of the qualifications as possible. Be prepared to describe situations where you have used your assets to get things done. Draw upon academics, school activities, sports and volunteer work for examples, especially if you haven't held any or many jobs. Review common questions and answers for interviews. Practice answering questions with a friend or family member so you can speak confidently during your interview.
8. Be prepared to say why the job interests you. You can reference things like the tasks, work environment, what you would learn and the people with whom you would interact. Everything being equal in terms of qualifications, employers will often pick the candidate who seems most interested.
9. At the end of the interview, be prepared to ask a few questions about the job. Focus on issues like the nature of the work, training, supervision, clientele, and when you might expect to hear from them. If the job seems like a good fit, look the interviewer in the eye and tell them that you would really like to work there.
10. Effective follow up after your interview can separate you from the other candidates. As soon as you leave the interview, compose a thank you note expressing your gratitude for the interview and stating briefly that you would love to work with them and why you think it's a good fit.

Thank You Letters

Why is sending a thank you letter or email good practice after a job interview?

It is wise to send a follow-up or thank you letter or email in order to remain relevant and memorable in an employer's mind. Also, a timely thank you note or email demonstrates professionalism and courtesy as well as distinguishes you from other applicants (Ceniza-Levine).

To whom should I address my thank you letter or email?

You should write a quick thank you letter or email to each person you met in the process, from Human Resources directors to the interviewer or manager. If you are interviewed by an interview panel, send an individual thank you note to each person on the panel (Ceniza-Levine).

What should my follow-up letter or thank you letter look like?

Your letter should be short and properly formatted. You need 1-inch margins, the letter's font should match your resume's font, and you should adhere to a formal business letter format (block format, modified block, or semi-block).

Your **follow-up letter** should do the following:

- Show the employer you have tailored the letter to the company and to the job you want
- State that you are still interested in the job
- Ask whether or not the employer has received your résumé and cover letter
- Explain that you are waiting to hear what to do next.

Your **thank you letter** should do the following:

- Show the employer you have tailored the letter to the company and to the job you want
- Thank the employer for your interview
- State that you are still interested in the job
- Ask whether or not the job has been filled
- Explain that you are waiting to hear what to do next (Brizee).

Sample Thank You Letter (Block Format)

(Brizee)

June 19, 2016

QS

Karl M. Jones
900 N. 7th St. Apt. 6
Yourtown, AL 47904

QS

Alex Carson
Manager, A & D Industries
1437 State Route 26
Yourtown, AL 47904

DS

Dear Mr. Carson:

DS

Thank you for taking the time to interview me for the welder apprentice position at A & D Industries. I enjoyed speaking with you and am still very interesting in working for A & D.

DS

I realize that the welder apprentice position can be challenging because of the long hours and hectic work environment. However, I am sure that my work ethic and ability to work in fast-paced settings will allow me to excel at A & D Industries.

DS

It was a pleasure meeting with you and learning more about the welder apprentice position at A & D Industries. I look forward to hearing from you regarding the position. If you have any questions, please call me at 555-555-5555 or email me at kmjones@gmail.com.

DS

Sincerely,
[your signature goes here]

QS

Karl M. Jones

QS-quadruple space (Enter 3 times)

DS-double space (Enter 2 times)

Preparing for Interview Success

Interviews: Business Professional-For Girls

- Dark colored Pants suit or appropriate length skirt
- Blouse with blazer
- Comfortable dress shoes but not really tall heels
- Keep jewelry to necklace, ear rings, watch or bracelet

Picking up Job Application: Casual Wear

- Pants, typically not jeans and without holes
- A blouse or nice top, no tank or spaghetti strap

Interviews: Business Professional-For Boys

- Navy, Gray, or Black Suit
- If no suit, khaki pants, button down, tie, and blazer
- Belt and Shoe color need to match
- Men typically should only wear two pieces of jewelry watch and bracelet or necklace

Picking up Job Application: Casual Wear

- Dress pants, typically not jeans and without holes
- Golf shirt or button down
- Belt and shoes need to match, socks optional



Tips for Interviewing: Use STAR as a guide to progressing your answer through the



S → Situation (set the scenario)

T → Task (Describe the specific challenge or task that relates to the question)

A → Action (Talk about the actions that you took to accomplish the task)

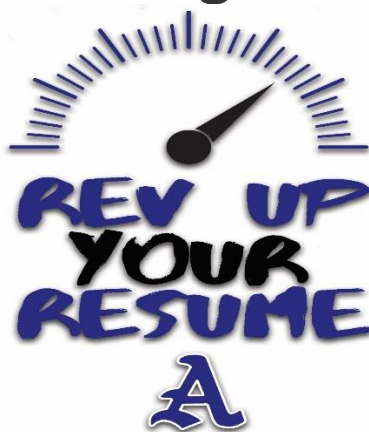
R → Result (Present the results that followed because of the plan of action)

Sources: Auburn University Career Center Job Search Guide

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Auburn High School



Student College & Career Employment Success Guide

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February 2017