



## It's All About Jobs

### How do I look for a job?

**Network:** Ask friends, classmates, community members, relatives, and teachers if they know of job openings or if they have any job search suggestions. Let people know that you are looking for a job and describe your strengths and skills. Share your contact information with adults with job connections in case something comes up. Thank them for their help. **Resume:** Create a simple resume (see page 2 for an example) that highlights your strengths, achievements and interests. **Job Search:** Visit employer and employment websites. Watch for "help wanted" signs. **Contact Employers:** Call or visit employers. Ask to talk to the manager. Introduce yourself and tell the manager that you are looking for a job. Describe a couple of your skills. Ask if you can fill out an application. If there are no openings, ask if you can fill out an application for future openings. *Thank the manager by name.*

### What do employers require if I get the job?

**A document to prove your age** (such as): Birth Certificate, U.S. Passport/Passport Card, Permanent Resident Card, State Issued Identification Card, State Issued Driver's License, Official School Transcript with a printed birthdate.

**A document with a photo to prove your identity** (such as): See above if it includes a photo.

**A document to prove you are eligible to work in the United States** (if you are NOT a U.S. citizen): Permanent Resident or Alien Registration Receipt Card (I-551), Employment Authorization Document (I-766), Foreign Passport with Temporary I-551 Stamp.

### What if I don't have those documents?

Click [here](#) to obtain a **new or replacement Social Security card**.

Click [here](#) to request **your Minnesota birth certificate**.

Click [here](#) to request **your birth certificate from another state**.

To obtain a **state ID** click [here](#).

To obtain a **passport** click [here](#).

To obtain a **driver's license** click [here](#).

To learn more about **documents for non-US Citizens** [click here](#).

**Keep your documents safe:** make copies, store in a folder in plastic pages for emergency grab-n-go, KEEP OUT of your WALLET, PURSE and/or backpack!!!

### Now that I have a job, what about paying taxes?

Being a student doesn't exempt you from paying taxes. How much (if any) will be withheld from your paycheck is determined by **Form W-4**. For more information [click here](#). If Federal and/or State taxes are withheld, plan to file your taxes prior to April 15<sup>th</sup> the following year to obtain your refund. To file for free [click here](#). College tip. *Filing your taxes makes completing your FAFSA easier.*

### Want in on a hiring secret (or two)?

- **Employers would rather hire someone who had their first job before age 18.** Why? Having a job early means that the applicant already understands the need to: show up on time, take instruction, be responsible for their role in the organization, work well with co-workers/supervisors, put aside personal needs until after work hours, and learn new skills. *Want in on a college secret? **Colleges look for those same qualities.***
- Not particularly excited about learning entry level job skills such as how to operate a cash register or floor polisher much less the "proper way" to change a diaper, answer the phone, dig a ditch, wear your uniform, or clean up a sticky counter spill? If you take the attitude that knowledge is never useless, the training you receive in your first jobs can make the difference between getting and not getting the ones you hope to have in the future. **Skills beget skills.** Knowing how to do one thing gives most people the confidence that they can learn something new no matter how unrelated. **The college experience is also full of skills to be mastered** including (but not limited to) how to: decide on/complete a major, manage a budget, submit financial aid paperwork, master the dining hall, work through roommate/group project/instructor/romantic issues, etc. Employers (and colleges) appreciate candidates who have demonstrated that they can master all the particularities of their environment.
- **Entry level jobs can make your college planning easier.** Pay attention to what you like/dislike about a position/duty. This self-awareness is a great first step toward selecting a major that matches your interests, aptitude, and willingness to stay engaged when life becomes challenging.
- Independence. **To be successful in college, students must take responsibility for managing their time and commitments.** Mistakes have consequences. For an organization to function effectively, every employee must complete their duties on time and as expected without constant supervision. Employers are not parents. They expect mature choices. **Students with job experience tend to be more successful in college as a result.**



27, 2022

Part 3

# Life Skills

Everyone should have (and keep up-to-date) a resume!

## Resumes are straightforward tools.

Resumes provide potential employers with your **contact information** and other data that may help them understand how you may contribute to their organization. The body of the resume is typically broken down into categories. **Objective** can be as specific as "I would like to apply my computer skills to....." or, "I would like to provide excellent service as ....." More general statements such as, "I am an energetic, enthusiastic, and active individual who is comfortable working with people from different economic and social backgrounds in a fast-paced environment." or "I am a hard worker who enjoys a challenge." are also fine. Work **Experience** is often the largest section. If you have no paid work experience, consider how you might have demonstrated important job skills at home or through volunteer commitments. Have experience as a cast/ensemble member? If other people depended on you doing your part, it counts as a job! List the skills you demonstrate to be successful in that role. Did you take initiative? Were you responsible for supervising and/or planning? Did you learn to accept and act upon feedback to improve your performance? Did you have to master complex directions or look for ways to improve the success of the entire production? Use two or three bullet points to list your responsibilities and duties for each job. For the **Education** section, include St Paul Conservatory for Performing Artists St Paul, MN and the years you attended/expected graduation month, year. Feel free to list any coursework that demonstrates your commitment (i.e. I completed the advanced and/or elective options in ...). The **Skills** section can be relevant to the job you want. Your ability to use a lawn mower is important if you're applying for a gardener job. Your ability to count change is important if you expect to handle money. You can also list more general attributes such as: creativity, leadership, adaptability, flexibility, positivity, problem-solving, communication, independence, self-motivation, ability to work under pressure, etc. If your resume is short on work experience, include details about your activities to demonstrate employability. It's also great to mention achievements, awards and leadership roles you've earned at school or in your activities. Prospective employers like to see **Accomplishments** (work, volunteer, and school) that show commitment and hard work. A **Reference** should be from someone who can vouch for your knowledge and skills, or who can confirm your work experience. Your teachers, directors, or former employers can be good references. Listing friends or family as references is not recommended, but can be acceptable if you worked for them. Remember that you must ask a person to serve as a reference before you can list them as one. Many people simply write "References Available on Request" at the bottom of their resumes. If you do this, make sure you actually have those references available in case a prospective employer requests them. If you have limited experience to put on your resume, listing the names and contact information of your references on your resume helps. Finally, **the best resume is an up-to-date resume!**

<b>YOUR NAME</b> Type Your Career Focus	123 Main St. Anywhere, USA 12345 123-456-7890 yourname@email.com
<b>OBJECTIVE</b>	Type Your Objective
<b>EXPERIENCE</b>	Type Your Job Title Type the company name Type the start date - Type the end date Type job responsibilities
<b>ACCOMPLISHMENTS</b>	Type Your Accomplishments
<b>EDUCATION</b>	Type Your School Name Type the Degree, Type the Completion Date  Type Your School Name Type the Degree, Type the Completion Date  Type Your School Name Type the Degree, Type the Completion Date
<b>SKILLS</b>	Type Skills Here
<b>REFERENCES</b>	Available upon Request