

City of Newton Health & Human Services Youth Services



Public Health
Prevent. Promote. Protect.

Let's Get to Work!

Where to Find a Job & How to Apply



Presenters:

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Youth Services Department

City of Newton Health & Human Services

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Newton, MA 02459

www.newtonma.gov/youth

617-796-1420

What We'll Cover

- ▶ Where to find a job
 - Steps to finding a job
 - Job search resources
- ▶ How to apply
 - Application process
 - Cover Letter
 - Resume
 - Interview Prep
- ▶ I got the job! What now?
 - Follow up
 - Workplace Etiquette

Job Search & Applications

Where do I look? How do I apply?

Steps to Finding a Job

1. Find the best job listings
2. Keep your job search focused
3. Connect with your Contacts & Network
4. Use job search apps & tools
 - Local MassHire or Career Readiness Office
5. Create a list of companies you would want to work for
6. Target your resume and cover letter
7. Prepare for the interview
8. Follow up
9. Accept (or decline) the offer

Common Job Search Sites

- **Indeed**
 - www.indeed.com
- **LinkedIn**
 - www.linkedin.com
- **Glassdoor**
 - www.glassdoor.com
- **CareerBuilder**
 - www.careerbuilder.com
- **Monster**
 - www.monster.com
- **Google for Jobs**
 - careers.google.com
- **SimplyHired**
 - www.simplyhired.com
- **Company Jobs Pages**



Components to Application

- Where and how to apply?
 - Online
 - In person on paper
- Cover Letter
- Resume
- References



Cover Letter



What it should say:

1. Who you are and how to contact you
2. Which job you're applying for and how you found it
3. Why you're interested and enthusiastic about this job at this organization
4. What relevant experience or transferable skills make you a good candidate
5. That you'd like an interview
6. That you're grateful for being considered

This is your chance to show them who you are and why they should pick you!

Name: _____ Date: _____

Steps to Creating a Cover Letter

Directions: Fill out the various parts of a cover letter with your information.

(Your address)

(Date)

(Address of audience)

(Salutation) Dear _____:

(Paragraph 1: If you are applying to a college or for a scholarship/award, state the name of that college/ scholarship/award and briefly explain why you are the best choice. If you are applying for a job, state what position you are applying for and briefly note what makes you the best candidate. You should also state where you learned about the position.)

(Paragraph 2: Describe in more detail what you will bring to this college or why you are the best choice for the scholarship/award. If you are applying for a job, describe what you will bring to the position. Discuss your qualifications and how those relate to the audience's needs.)

(Paragraph 3: Describe your interest in what you are applying for. Show the reader that you know what they value, why it is important, and how you meet their criteria.)

(Paragraph 4: Tell the reader to contact you if they need additional information. Provide your phone number and/or email and the best time to reach you.)

Sincerely,

Your typed name

(Closing: Be sure to leave 2–3 line spaces between "Sincerely" and your typed name for your signature.)

Sample Cover Letter

Sample Resume

Rachel Bean

A responsible high school student looking to further her professional experience

123 Street Drive
Chicago, IL 123456
(123) 456-7890
rbean@example.com

EDUCATION

Chicago Public School, Chicago — *High School Diploma*

September 2015 - Anticipated Graduation: June 2019

- 3.2 unweighted GPA
- AP courses in English, Biology, and History

ACTIVITIES

Creative Writing Club — *Member/President*

September 2015 - Present

- Lead weekly meetings
- Maintain reading list
- Keep time for each reading, fairly distributing time between every reader for the meeting
- Plan club events, at least one per semester

The Literary Magazine — *Reader*

October 2016 - Present

- Review all submissions for the printing of the magazine in a timely fashion
- Collaborate with fellow readers to rate and agree upon submissions

WORK EXPERIENCE

Hair Salon — *Stylists' Assistant*

July 2017 - Present

- Cheerfully greet customers and bring them to their stylist's chair
- Provide coffee or water to guests
- Prep guest for hair cuts, wash, condition, head massage
- Sweep hair, wash floors, clean entire salon each night
- Answer phones courteously and assist customers with scheduling appointments
- Close salon

SKILLS

Typing Course: 72 WPM/97% accuracy

Communication

Creative writing

Customer service

Leadership and planning

ADDITIONAL

Babysitting: the Addler family has three kids, one on the autism spectrum. The youngest is three months old.

Sunday School: I teach bible stories to two and three year olds at church.

HOBBIES

Writing

Softball

Building Your Resume - Key Components

Personal Information

Name

Telephone number

E-mail address

Education

City and State

Date of graduation

Course Highlights (courses directly related to the job or your career field and special abilities)

Certificates

Work and experience

Summer jobs, Internships, Volunteer work

(Include position title, company/organization, city/state, dates and a brief list of the job duties)

Awards & Honors

Academic, musical, athletic and or other recognition. (Include name of the award/honor, who awarded it, and when it was awarded.)

Activities/Clubs/Hobbies

Include your role in the position, the organization and dates.

Example: Captain, Shorewood High School, Volleyball Team, 1999 2001

Skills

Soft skills: (being responsible, loyal, hardworking, energetic, outgoing.)

Hard skills: (research and writing, Microsoft word 98, Microsoft Publisher 2000, Public speaking.)

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising

Tips to a Standout Resume:

- Pull out keywords from the job description and place within your resume
 - Skills, experience, certifications
- Tailor your resume to specific job description
 - If you applying for multiple jobs - have multiple resumes
- Point out and highlight skills from the job description into your resume
- Make sure it is easy to read
- Clean and to the point
- Do not have spelling or grammar errors
- **New to applying & career search:**
 - list any skills/experience that is related or transferable to the job you're applying for
 - include volunteer service, sports, awards, study abroad, previous work experience - this demonstrates hard work, commitment, responsibility, work ethic and leadership

Length of a Resume

- New high school or college graduates should keep their resume to one page.

COLLEGE RESUME

from Resume Genius

about me

English major seeking to use research and writing experience in the role of Junior Research Associate at Wexford Inc. I believe my fast learning abilities, commitment to succeed, and relevant studies make me the perfect fit for this position. Awarded multiple honors based on merits and expected to graduate with a B.A. in English from UCLA in June of 2019.

contact

(123) 456-7895
HarperStewart@gmail.com
456 Fullerton Drive
Los Angeles, CA 90024
LinkedIn.com/in/username

EDUCATION

B.A. ENGLISH / 3.7 GPA
UCLA
Los Angeles, CA
Expected Graduation: June 2019

ENGLISH / 4.0 GPA
Westwood Community College
Los Angeles, CA
2015-2017

SKILLS

Microsoft Office Suite
Spanish (proficient)
Accuracy and attention to detail
Organization and prioritization
Adaptability and flexibility
Time Management

AWARDS

DEAN'S LIST
UCLA / Spring & Fall 2018

TAU SIGNMA HONORS SOCIETY
UCLA / 2018

PHI BETA KAPPA HONORS SOCIETY
Westwood CC / 2016

relevant experience

Summer 2018

LITERARY IMPACTS: SHAKESPEARE / Study Abroad Research Program / England

- Devised a thesis based on the socioeconomic ramifications of Shakespeare's works in the Elizabethan era
- Engaged in intensive research spanning 3 different cities in England
- Arranged and conducted interviews with 10+ individuals, ranging in profession from librarians to actors to historians
- Produced a final paper totaling 6,500 words, with approval from my study abroad instructor and UCLA English department head

2015 - 2017

BEACON TUTOR / Westwood Community College / Los Angeles, CA

- Worked alongside an English professor to create and execute lesson plans
- Improved freshmen-level writing scores by 40% through group lessons as well as supplementary one-on-one tutoring
- Received an average score of 9/10 on the anonymous tutor reviews given to students at the end of each semester

Interviewing

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to dark navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect against the white background.

Importance of Interview

An interview helps get you the job!

- Get to know the place you are interviewing, prior to your interview.
- What is their mission? What do they do?

Purpose of an interview:

- To learn more about you
- For you to learn about job and its people

Structure of an Interview

- Introductions
 - “Hello, thank you for meeting with me today”
 - Handshake
- Welcome & agenda presented by the interviewer
- The open position/job description will be presented by the interviewer
 - Goals & expectations
- You will be given the opportunity to share a little about yourself (be clear and concise)
- You will be asked questions related to the position
- Thank you & Next steps



Interview Tips

- Prepare ahead
 - Make sure your technology is set (virtual interview)
 - Learn about the job/company prior to the interview
- Arrive on time
- Dress professionally
 - Positive first impression
- Avoid distractions
 - Silence your phone
- Answer questions with the job in mind
- Be aware of body language
- Be upbeat and enthusiastic
- Listen, engaged, ask questions



Sample Questions?

For the Interviewer:

- What are the day-to-day responsibilities of the position?
- How would you describe the organization, department, team?
- What is the schedule?
- Is there a dress code?
- What are your expectations for this position?
- Is there any additional information that I can provide regarding my qualifications for this position?

You may be asked:

- Tell me about yourself
- Why are you interested in this role?
- Can you describe a challenging time in your life and how you overcame it?
- What is your availability?
- Are you a team player?
- What are some things you know you can do well?
- What's your favorite subject in school?

Nailed it! But You're Not Done Yet

- ▶ Say thank you!
- ▶ Ask about next steps.
- ▶ Its okay to ask the timeline or when you expect to hear back.
- ▶ Send personalized thank you note.
 - ▶ Email or handwritten
 - ▶ Send within 24 hours of interview
- ▶ Don't be afraid to follow-up if you do not hear anything.



The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, dynamic feel. The rest of the background is plain white.

Break!

See you in 5!

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, dynamic feel.

You landed the job!

...what's next?

Onboarding

- Offer letter
 - Not official until you sign on the dotted line!
 - Still time to negotiate
- Background check
- Tax Forms
- Overview of policies and expectations
- Work Permit ... more on that next!

How Do I Get a Work Permit?

- <https://www.newton.k12.ma.us/domain/1206>
- Students must use **personal email accounts** for work permits. Work permits are not considered school-related and NPS student email accounts do not allow for external communications.
- After you've obtained an offer from an employer, you'll need to follow the checklist and submit an employee permit application and supporting documents to your respective schools.
- Do not sign the completed application until you are in the presence of the authorized Newton Public School's designee. Students must be present to sign this document upon pick up.

Know your Rights!

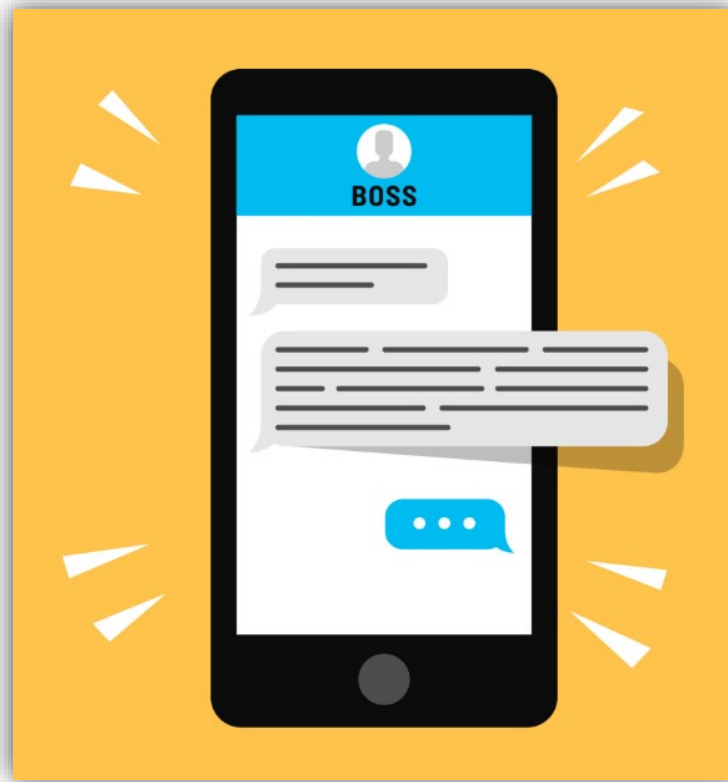
Employment Laws for Minors

- **14- and 15 year-olds work hours**
 - Only between 7 a.m. and 7 p.m. during the school year
 - Only between 7 a.m. and 9 p.m. during the summer (from July 1 through Labor Day)
 - **Maximum Hours When School Is in Session**
 - 18 hours a week
 - 3 hours a day on school days
 - 8 hours a day Saturday, Sunday, holidays
 - 6 days a week
 - **Maximum Hours When School Is Not in Session**
 - 40 hours a week
 - 8 hours a day
 - 6 days a week
- **16 and 17-year olds work hours**
 - Only between 6 a.m. and 10 p.m. (on nights preceding a regularly scheduled school day).
 - Only between 6 a.m. and 11:30 p.m. (on nights not preceding a regularly scheduled school day).
 - **Exception for restaurants: only between 6 a.m. and 12:00 midnight (on nights not preceding a regularly scheduled school day).**
 - **Maximum hours of work - whether or not school is in session**
 - 48 hours a week
 - 9 hours a day
 - 6 days a week

<https://www.mass.gov/service-details/massachusetts-laws-regulating-minors-work-hours>

Communication is Key!

- How you communicate with your friends is different than with your parents or with your boss.
- Verbal
 - Face to Face
 - Calls
 - Listen & engage
- Written
 - Emails
 - Texts



Helpful Tips

- Be on time
 - Know your schedule! Be sure to know how long your commute is!
 - Ask questions about what you should do if you are going to be late.
 - Who should you notify, is there a policy about being late?
- Workplace relationships
 - Be careful what you say to your coworkers/friends about your coworkers/supervisor.
 - Remember that you are not at school talking to your friends.
- All about attitude!
 - Be willing to try new things and learn new skills.
 - Get outside your comfort zone because this is how you will stretch and grow. The more things you try the more marketable you are to future employers.



Dress code

- Check in with your supervisor
 - Is there a dress code?
 - Is there a Uniform?
- Dress for what you are doing that day or the job you have
 - special event, outdoor work, meeting, remote work etc.
- It is recommended not to wear clothing that is too revealing or clothing that has inappropriate wordings or symbols on it.



Social Media



You've Got This!

Any questions?



Ruthanne Fuller
Mayor


Let's Get to Work! City of Newton, Youth Services Dept.



Places to Look for Work in your Community:

- Grocery Stores
 - Wegmans
 - Star Market
 - Whole Foods
- Ice Cream Shops
 - Cabot's 
 - J.P Licks
 - Rancatore's
- Seasonal Jobs
 - Lifeguards
 - Camps
 - Beaches
 - Pools
 - Camp Councilor or Councilor in Training Programs
- Restaurants
 - Hostess
 - Busser (Clean tables)
 - Food Runner 

For those over 16, more options become available including:

- Retail Stores
 - T.J Maxx
 - Target
- Restaurants
 - Waiter or Waitress
- Coffee Shops
 - Starbucks
 - Dunkin Donuts 

Walk your city center!

- Ask around to see if anyone is hiring?
- Have a favorite store? Find out if there is an opening.

Volunteer:

Volunteering is a great option to help build your resume and job skills!!

- Center for Civic Engagement & Service
<https://newtoncces.org/>
- City of Newton, Cart-Top Sticker Campaign
<https://greennewton.org/17279-2/recycling@newtonma.gov>
- Green Newton
www.newton.org

Questions or need support?

Need additional support with your application, resume or prep for an interview?

We are here to help!

Please contact Meghan Murtagh, Asst.
Director of Youth Services

mmurtagh@newtonma.gov



Thank you!!



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