

Life Path: WORKFORCE

Whether you plan to work while in high school or go straight into the workforce after graduation, it is very important to be well prepared and know how to apply for and obtain the job that you want.

Here are the following steps in the job application and interview process:

1. Determine Qualities and Skills

WHAT IS YOUR SKILL SET?

- ★ decide what type of job you want and research the company before applying
- ★ take the [Skills Matcher](#) test
- ★ complete a [career](#) test



2. Create Resume



- ★ build a clean structure and well-organized resume can help you stand out from the rest
- ★ check out [how to create a resume for a teenager](#)
- ★ ask your Big for advice and revision of your resume
- ★ save a copy of the resume to an email or a USB flash drive for quick accessibility

3. Build Networks



- ★ attend job fairs
- ★ join career oriented apps such as [LinkedIn](#)
- ★ ensure your [online presence](#) is positively represented

4. Job Application

- ★ make sure you are qualified for the position and apply online or in person
- ★ inquire if a [cover letter](#) is needed and create one
- ★ review the application for any errors
- ★ obtain and list three [references](#)



5. Post Application Followup



- ★ allow 1- 2 weeks to contact the employer about your application
- ★ keep track of all the positions you have applied
- ★ be persistent, but don't overdo it
- ★ be patient with the process especially during the pandemic crisis

6. Polish Interview Skills

- ★ [dress](#) professionally
- ★ know the history and mission of the company you are applying for
- ★ make a list of the [questions](#) you want to ask the employer and take notes
- ★ practice your [answers](#) to frequently asked questions by employers
- ★ create a list of your [strengths](#) and [weaknesses](#) and make sure they represent you in a positive manner
- ★ Thank the interviewer(s) for their time, ask for a response timeline and ask for a business card, and send a [thank you email](#) immediately after the interview.



7. Post Interview Followup

- ★ notify your references that they may receive a call soon
- ★ [follow up](#) after their response timeline has passed either by phone or email



- ★ be prepared and respond promptly to the employer's request for a second interview or job offer
- ★ get comfortable with waiting and remember patience is a virtue