

# Get a jump-start on your career



## Fill It Out Right!

- ☆ Application completed neatly - neatness and spelling count
- ☆ Use black ink
- ☆ Fill in all spaces
- ☆ Have Social Security Number
- ☆ Bring driver's license
- ☆ Names, addresses, and dates of schools you have attended
- ☆ Names, addresses, and dates of previous employers
- ☆ Names, addresses, and phone numbers of at least three references
- ☆ Use home phone - not cell or beeper
- ☆ Sign and date application

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## Tips For Success!

- ☆ Be on time
- ☆ Know the interviewer's name and how to pronounce it
- ☆ Be courteous to everyone you meet
- ☆ Don't use slang - watch your grammar
- ☆ Don't play comedian
- ☆ Never insult a former employer, coworker, or teacher
- ☆ Don't interrupt the interviewer
- ☆ Be prepared for personal questions
- ☆ Wait for an offer to bring up salary
- ☆ Bring an extra copy of your resume
- ☆ Be yourself!
- ☆ Send a thank you note after the interview

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## Make An Impression!

- ☆ Dress - neat, clean, and presentable
- ☆ Bring copies of résumé
- ☆ Bring references
- ☆ Offer firm handshake
- ☆ Use eye contact
- ☆ Sit straight in chair - don't lean back
- ☆ Arms resting - don't fold arms
- ☆ Control nervous behaviors (tapping feet, pen)
- ☆ Respond by smiling or nodding your head - shows interest
- ☆ Control giggling or laughing

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## Prepare in Advance - Show Your Stuff!

- ☆ Tell me something about yourself.
- ☆ Why are you interested in this job?
- ☆ What would previous employers say about you?
- ☆ What are your strongest skills?
- ☆ How have you used your skills?
- ☆ What are two areas that you need to work on?
- ☆ What would you like to improve about yourself? Why? How?
- ☆ What have you learned from previous jobs?
- ☆ What is your most significant work experience?
- ☆ Why should I hire you for this job?

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# Higher Education Equals Higher Income

Education Level	Average Salary
☆ No High School Degree *****	\$14,300
☆ High School Degree *****	\$23,200
☆ Some College, No Degree *****	\$27,260
☆ Apprenticeship High School and Training *****	\$32,000
☆ Associate Degree *****	\$31,700
☆ Bachelor Degree *****	\$45,600

**Stay in School - It's Worth It!**

