Obtaining a Job

***Step 1 – Determine what you want to do and what you are good at***

Go to Utahfutures.org. Click on Assessments/Activities, and choose Interest Profiler. Click on the “Start Quick” button and take the survey. As you are taking the survey, write below 10 things that you clicked “Strongly like” on.

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What are your top three areas?

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Do you think these are accurate?

***Step 2: Obtain the proper education training***

Click on the top area you got. You will get a list of career. Pick one that interests you. What did you pick?

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Click on the job and check the level of education required by clicking on the Education and Training links.

How much training and/or education would you need for this occupation?

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Why is learning about the required education important?

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***Step 3: Search for job openings in your chosen field.***

Go to Monster.com. Try to find a job opening for the career you were looking at.

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| Are there a lot of job openings? |   |
| How much does it pay? |   |
| What does it ask for in training and/or experience? |   |

***Step 4: Review job descriptions, research companies, and acquire references***

Why is it important to research a company before applying?

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Who would you list as your references RIGHT NOW?

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| Name |   |   |   |
| Relationship to you |   |   |   |

***Step 5: Complete job applications***

Have you ever filled out a job application?

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What kind of information should you know before filling it out?

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***Step 6: Create resumes***

What is a resume?

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Why do they matter?

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***Step 7: Compose cover letters***

Who is a cover letter written to?

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What do cover letters allow applicants to do?

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***Step 8: Practice interviewing***

Why should you practice interviewing?

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Go to Google and look up some common interview questions. Write the question below and a 2-3 sentence answer you might give.

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***Step 9: Interview for your job***

Why are first impressions so important?

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Look at what you are wearing right now—is it ok for an interview? What could you do to improve it?

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***Step 10: Show gratitude***

Why is it important to show gratitude?

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Why should you email your interviewer following the interview?

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