

Maximize Your Opportunity  
to Get a Job



[www.micron.com/K12](http://www.micron.com/K12)



## Potential job sources

- Family, friends, neighbors
- Internet/newspaper
- Department of Employment
- Job fairs
- School counselors
- School career centers

## First impressions

Convince the employer that you are a qualified candidate:

**Job application**—complete using accurate information free of grammar and spelling errors.

**Cover letter**—detail your interest in the position.

**Resume**—Include relevant academic and extracurricular activities.

**References**—provide contact information for previous supervisors, both paid and unpaid experiences.

**School transcripts and attendance records**—make available to reflect your work-ethic and dependability.

## Dressing the part

- Dress appropriately and conservatively when picking up an application or attending an interview.
- Be clean and well-groomed.
- Choose clothes that fit properly and are not faded or shabby.
- Avoid t-shirts, excessive jewelry, perfume, and aftershave.
- Be aware that fashionable hairstyles and attire may not be businesslike.
- Make sure it is you they remember and not your clothes!

## Interviewing tips

- Be prompt. Arrive 5-10 minutes early.
- Shake hands with the interviewer and maintain good eye contact.
- Speak clearly, be yourself, smile.
- Keep your answers relevant. Don't volunteer too much personal information or get too chatty.
- Be positive when mentioning former employers or jobs.
- Before the interview, find out all you can about the company. Prepare at least two pertinent questions about the job or company.
- Be prepared to state your best qualities with supporting examples. What do you want a potential employer to know about you?



## Following up

- Let the interviewer know you'd like the job and thank him or her. Obtain a business card and follow up immediately with a thank you note to express appreciation and reinforce your interest in the position.
- If you haven't heard from the employer after a week, follow up with a phone call to see if the position has been filled.
- Don't be discouraged if you don't get the job.

## Education pays

- The more education you get, the more money you make.
- Who says? The U.S. Bureau of the Labor. For example, if you don't graduate from high school, expect to make about 25 percent less than somebody who does, 30 percent less than a person with a two-year college degree, and less than half the salary of a college graduate.
- Think of all the cool cars, computer systems and travel you can afford with that extra cash.
- Stay in school. Then you'll be able to do the math.

## Staying successful

- Be on time every day and ready to work before the scheduled starting time.
- Look for extra work to do and volunteer for tasks.
- Never imply that you don't want to do something.
- Listen thoroughly to instructions, ask questions, and take notes to remember details.
- Ask for help if you don't understand something.
- Take criticism as an opportunity to grow your skills. Don't argue or get defensive.
- Learn a lesson from any mistake you might make.
- Learn as much as you can about the business.
- Notify your supervisor at least two weeks in advance if you decide to leave.
- Leave any job on a positive note; you may need a reference in the future!

