

# TECHNOLOGY EDUCATION

## “How do I find a job?”

First of all, find out what your job skills are. If you think you don't have any — THINK AGAIN! Even if you don't have specific job experience, you do have work experience

from 'working' as a student, volunteer, or in a hobby. All of these activities use skills you can apply toward job qualifications.

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### “I don't have any job skills.”

Just remember, every activity has skills which can be applied toward a job. As you start to look for a job, sit down and make a list of your vocational classes, hobbies, clubs you belong to, sports you play, your personal or church activities, and your interests. Even though your list doesn't look like it has anything to do with job skills or experience, looks can be deceiving.

For instance, if you play basketball then you interact well with others (you play on a team); you have basic arithmetic skills (you keep score); you direct others (you call plays and coach teammates); and you can reach, lift, jump, stoop, and run easily. If you fix cars in school or as a hobby, then you can diagnose mechanical problems, you're skilled in using

a variety of tools, you have a knowledge of electronics, and you can see differences in the size and shape of objects. All of these skills are qualities which employers look for. Go through your list and think about the skills and talents involved with each activity on it; then put together another list with these 'job' skills.

Now you have a list of your skills and abilities to match to an occupation. As you find out about jobs and their descriptions, don't concern yourself with the job title. Instead, only worry about the skills and abilities which the job requires. Don't limit yourself to the title, you'll find you are qualified for jobs you hadn't considered.

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### “Where can I find a job?”

Check the newspaper. Tell everyone you know you're looking. Ask about job openings where someone you know works.

Contact employers. Talk to the person in charge of hiring even if there aren't any openings. Form a good relationship with

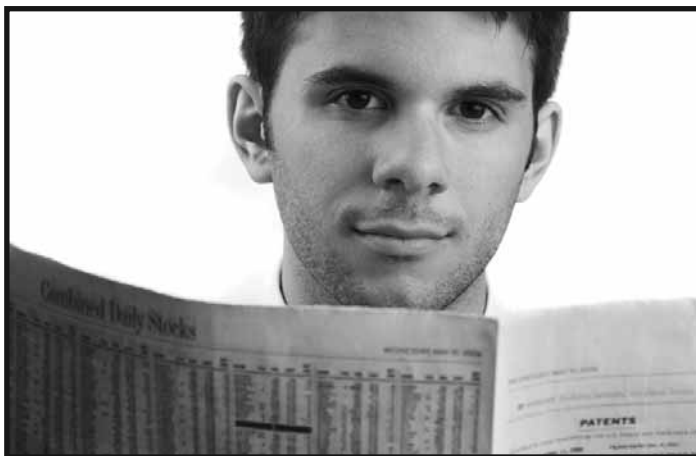
them, and they'll remember you when there's an opening.

Use state employment service offices for career counseling and job listings.

Go to federal, state, and local government personnel offices; look in the government section of the phone book for their locations.

Go online to [www.bls.gov](http://www.bls.gov) or check out the public library for information on occupations and their requirements; plus they often have journals and newsletters for professional or trade organizations, as well as a job board with local openings.

Enroll in government sponsored training programs to gain short-term job training along with job placement services and contact unions, apprenticeship programs, and the state apprenticeship council. Check the yellow pages under Job Training Programs or Government services for more information.



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## “Do I need a resume?”

Not always, the type of job you’re applying for determines if you need one. Resumes are required for professional, technical, administrative, managerial, secretarial, and sales positions. Sometimes they’re required for skilled jobs (ex. baker, hotel clerk, electrician, drafter, or welder, etc.) and semi-skilled jobs (ex. security guard, electronic assembler, or janitor, etc.) Resumes are NOT required for unskilled, quick turnover jobs like a fast food server, laborer, machine loader, or cannery worker, etc.

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## “How do I write a resume?”

You need to know your job talents, work history, education, career goals, and specific information about the job you’re applying for. Find out what the job duties are, the education and experience required, the hours and shifts, and what the pay is. Most of this information is listed on the job announcement — if it’s not call the employer and ask for it.

There are two types of resumes. A reverse chronological resume lists your previous jobs in chronological order, with the most recent job first. A functional resume describes your skills, abilities, and accomplishments that relate to the job you’re applying for. Since most students have limited job experience, a functional resume, with its less detailed job history, is what you might want to prepare.

To write a functional resume you need to study the duties of the job you’re applying for and identify two or three of the most important skills needed to do it. Next review your own skills and match them to the ones needed to perform the job.

Make your resume take up the entire page; add extra spaces and wider margins if you need to. Print a master of your resume on a high quality printer and have someone double-check it for errors; then use your master to make CLEAN, smudge-free copies on a good quality ‘bonded’ 8½” x 11” inch paper (available at any copy center). Good Luck!

## Here’s how your functional resume might look:

**Jamie Smith**  
2810 Oakridge Parkway  
San Bernadino, CA 99999  
(555) 555-5555

**OBJECTIVE:**  
Seeking an opportunity to apply my skills and experience in the construction industry.

**QUALIFICATIONS:**  
Experienced in basic construction. I am familiar with the local codes for both residential and commercial installations.  
My skills include blueprint and schematics reading, familiarity with basic wiring, finish plastering, painting, and carpentry.  
I have been involved with several projects in which I have worked both individually or as a team member. I am responsible and can both follow directions and be relied upon to deliver them.

**EXPERIENCE:**  
Participated in a work experience program with Barker Construction where I did basic framing and foundation work.

**WORK HISTORY:**

May 2004 - present	Laborer	Barker Construction
March - December 2003	Cashier	McDonald’s

**EDUCATION & TRAINING:**  
June 2005 - Graduating Senior, San Bernadino High School  
Courses include: Construction Trades, Drafting, Electrical, Woodworking and Welding.

VICA Member

