



START THE CONVERSATION:

# JOB AND CAREER

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## INTRODUCTION

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### JOB AND CAREER

For many teenagers, the prospect of landing a job isn't just about earning extra cash; it's a critical step towards independence and personal development. Part-time employment offers invaluable opportunities beyond financial gain, providing teens with essential life lessons and skills that shape their future.

Jobs encourage responsibility, time management, and accountability, teaching teens the importance of punctuality and reliability. Moreover, they foster interpersonal skills as teens interact with customers, coworkers, and supervisors, honing their communication and teamwork abilities.

Beyond the skills acquired, jobs offer teens a glimpse into the real world, exposing them to diverse people, situations, and challenges. These experiences lay a foundation for career exploration and help teens discover their passions and strengths. Furthermore, employment can instill a sense of pride and accomplishment, boosting confidence and self-esteem. In essence, jobs are not just about earning a paycheck; they're about preparing teenagers for the journey into adulthood.

# HOW TO USE THIS BOOK

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Each *Job and Career* chapter includes “Conversation Starters” and “Worksheets”. At the end of the book, you will find “To-Do Lists”. These exercises are intended to create a framework that supports learning, encourages communication, and provides structured opportunities for engagement and reflection.

**Conversation Starters:**

These are prompts or questions designed to initiate discussions related to the each task. They can encourage critical thinking, reflection, and engagement with the material.

**Worksheets:**

These are structured activities that youth can complete as part of each task. The worksheets include exercises, questions, or problem-solving activities aimed at reinforcing learning objectives and concepts.

**To-Do Lists:**

This list of tasks and reminders help keep track of what needs to be done and what additional items might arise during the process.

# CHAPTER 1

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## SELF REFLECTION

Before applying to a job, take time to understand your skills, interests, and values. Knowing yourself will help you target the right positions and articulate your strengths in applications and interviews.

### Actionable Steps



- Start by making a list of your interests, hobbies, and activities you enjoy doing in your free time. Think about what makes you excited and engaged.
- Next, evaluate your skills and strengths. Consider both hard skills (technical abilities like programming, writing, design) and soft skills (communication, problem-solving, teamwork).

# Soft Skills Needed In The Future



## Communication Skills



It is important to communicate intelligently, practice begins now.

## Adaptability



Sociable and friendly is the key for adapting in a new environment.

## Problem Solving Skills



Must be able to think critically, observe issues and find a resolution.

## Cooperation Skills



Must be smart to respect and share opinions with others.

## Time Management



Good at managing time and setting priorities.

## **25 job skills that are valuable across various industries and professions:**

1. Communication Skills
2. Teamwork
3. Leadership
4. Problem-solving
5. Time Management
6. Adaptability
7. Creativity
8. Critical Thinking
9. Attention to Detail
10. Organization
11. Interpersonal Skills
12. Emotional Intelligence
13. Negotiation
14. Decision Making
15. Analytical Skills
16. Technical Skills (e.g., programming, software)
17. Customer Service
18. Project Management
19. Sales Skills
20. Marketing Skills
21. Financial Literacy
22. Research Skills
23. Presentation Skills
24. Conflict Resolution
25. Learning Agility

These skills can be developed and PRACTICED through education, training, and on-the-job experience.

At school?

At home?

# WHAT ARE YOUR SKILLS?

## Previous jobs?

## Hobbies

## CHAPTER 2

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### RESEARCH

Embarking on your first job search? Start by exploring various companies, from local businesses to startups. Dive into their websites, social media, and mission statements. Connect with current employees to gain valuable insights into company culture. Once you've narrowed down your choices, customize your application materials for each prospective employer. Showcase your enthusiasm by highlighting aspects of your skills and experiences that align with their goals. Personalize your cover letter to demonstrate genuine interest and understanding of the company's ethos. By meticulously researching potential employers and tailoring your application, you'll not only stand out but also increase the likelihood of finding a job that aligns with your values and aspirations, setting the stage for a fulfilling career journey ahead.

#### Actionable Steps

- Check out businesses in your neighbourhood such as cafes, restaurants, retail stores, and recreational facilities. Many of these establishments hire teens for part-time positions like cashier, server, or lifeguard.
- Ask friends, family, and neighbours if they know of any job openings or if they can recommend places that are hiring. Personal connections can often lead to great opportunities.



# JOB APPLICATION TIPS



Customize Your Resume and Cover Letter



List Your Achievements



Follow Instructions and Application Deadlines



Show Enthusiasm and Positivity



Research the Company



Proofread Carefully



Reach Out to Connections



Practice Interviewing

# ONLINE JOB SEARCH

## HOW TO EFFECTIVELY USE KEYWORDS AND FILTERS

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Understand:

1. keywords used to identify certain jobs
2. part time or full time
3. location radius

## THE IMPORTANCE OF SETTING UP JOB ALERTS

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Set up job alerts and check your email regularly.

## UPLOAD YOUR RESUME

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This will enable quick applications.

## YOU ALSO NEED TO MAKE FACE-TO-FACE CONTACT

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Since job application sites could receive hundreds of resumes, your search does not stop here. You must bring an application package to the locations and ask to hand deliver it to a shift manager.

## POPULAR JOB SEARCH WEBSITES

Indeed

Job Bank

Monster

Workopolis

# PART TIME JOBS

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Part-time experience for teens offers:

- Opportunities to develop essential skills like time management, communication, teamwork, and customer service, which are transferable to various future endeavors.
- Lessons in earning and managing money, fostering financial responsibility through budgeting, saving, and informed decision-making.
- Exploration of different industries, roles, and career paths, helping teens discover interests, strengths, and make informed decisions about their future careers.
- Confidence building by gaining experience, interacting with diverse individuals, and navigating various environments, boosting self-esteem and preparing for future challenges.
- Resume enhancement, showcasing work ethic, reliability, and initiative, making teens competitive for future opportunities like employment, internships, and college applications.

## CRITERIA FOR SELECTING THE RIGHT JOB

Alignment with Career Goals and Values

Skills and Qualifications Match

Work Environment and Culture

Compensation and Benefits Package

Location and Commute

# Researching a Career

Career Path: \_\_\_\_\_

What qualities and skills are necessary?

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What trainings and courses can help you prepare for this job?

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What would you do in this job?

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Average Salary: \_\_\_\_\_

Hours of Work: \_\_\_\_\_



## CHAPTER 3

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### CREATE A STAND-OUT RESUME

Your resume should be clear, concise, and tailored to the job you're applying for. Highlight relevant skills, experiences, and achievements. Use action verbs and quantify your accomplishments whenever possible.

#### Actionable Steps

- Tailor your resume to the job description.
- Design your resume for visual impact.



# Name

Job title



+123-456-7890



hello@reallygreatsite.com



123 Anywhere St., Any City, ST 12345

## Summary

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

## Education

**Larana University** 2021 - 2025

*Bachelor of Economics*

**Larana High School** 2021 - 2025

*High School Diploma* Graduated

## Experience

### Sales Manager

*Ginyard Supermall* 2020 to present

Briefly describe the job.

### Junior Sales Manager

*Ginyard Supermall* 2016 to 2019

Briefly describe your job.

## Skills

- Leadership
- Marketing & Sales
- Customer Care
- Multi-tasking
- Public Speaking

## References

### Adora Montminy

hello@reallygreatsite.com

### Claudia Alves

hello@reallygreatsite.com

### Morgan Maxwell

hello@reallygreatsite.com

### Rachelle Beaudry

hello@reallygreatsite.com

## CHAPTER 4

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# WRITE A COMPELLING COVER LETTER

A cover letter should complement your resume by providing insights into your personality, motivations, and specific reasons for wanting to work for the company. Customize each cover letter to the job and company.

### Actionable Steps

- Address the cover letter to a specific person whenever possible.
- Use the body paragraphs to demonstrate how your skills, experiences, and achievements make you a strong candidate for the position.
- use the internet to your advantage and search up some examples.

OLIVIA  
WILSON

olive@reallygreatresume.com

olive@reallygreat

www.reallygreatresume.com

I am writing to express my interest in the Software Engineer role at your company. As a recent graduate of Computer Science, I believe my skills and knowledge make me an excellent fit for the position.

I am incredibly passionate about artificial intelligence and have a strong understanding of the current trends and innovative solutions in the industry. My skills have helped me develop a sharp eye for detail and a creative approach to problem-solving. I am a highly motivated individual who is eager to contribute to the success of the team.

I am confident that my abilities and experience make me an ideal candidate for the role and I look forward to discussing my qualifications further in the interview process.

Thank you for your time and consideration and I look forward to hearing from you.

Best Regards  
Olivia Wilson

# JULIANNA SILVA

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**May 10, 2024.**

## JULIANNA SILVA

Founder Thynk Unlimited.  
123 Anywhere St., Any City,  
ST 12345

Dear Ms. Locke,

I am writing to express my enthusiasm for the [specific position] at [company name]. As a motivated and eager teen looking to gain valuable work experience, I am excited about the opportunity to contribute to your team and learn new skills in a professional environment. While I may not have extensive experience in the workforce, I am eager to bring my positive attitude, strong work ethic, and willingness to learn to the role.

Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles, give specific examples and events that demonstrate your ability to perform well if given the position.

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but a smart casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.

Best Regards,

**Chad Gibbons**

# COVER LETTER PLANNER

## INTRODUCTION AND

The first paragraph should introduce yourself and express your interest in the position. Briefly mention where you found the job posting and why you are excited about the opportunity. You can also highlight a specific accomplishment or qualification that makes you a strong candidate.

## RELEVANT EXPERIENCE

The second paragraph should delve into your relevant experience and skills. Highlight specific achievements or projects that demonstrate your qualifications for the role. Use keywords from the job description to show how your background aligns with the company's needs. Focus on what you can contribute to the organization and why you are uniquely suited for the position.

## CLOSING AND NEXT

In the final paragraph, thank the hiring manager for considering your application and express your enthusiasm for the possibility of joining the team. Mention any attachments, such as your resume or portfolio.

# CHAPTER 5

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## NETWORKING

Utilize your network to learn about job opportunities, gain insights into companies, and receive advice from professionals in your field. Networking can open doors to hidden job markets and increase your chances of getting hired. Ask friends and family. DO not be nervous. The worst they can say if “no” and that would be very rare.

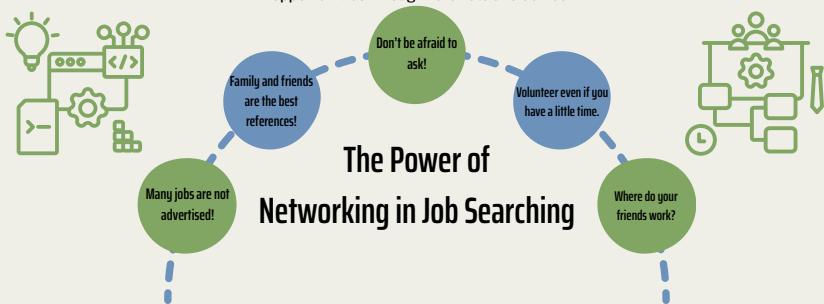


### Actionable Steps

- Attend school events, extracurricular activities, and community gatherings where you can meet new people.
- Connect with classmates, family friends, and professionals in your desired field.
- Join relevant online communities, participate in discussions, and share your thoughts, experiences, and projects to showcase your interests and skills.

# NETWORKING STRATEGIES

Networking for jobs means forming relationships with professionals in your field. Connect through events, social media, or school. It helps you learn about careers, access hidden job markets, and gain insights. By building genuine connections and maintaining a good reputation, you increase your chances of finding job opportunities through referrals and advice.



- 1. Start Small:** Begin by networking with family, friends, teachers, and community members.
- 2. Attend Events:** Join career fairs, workshops, and seminars to meet professionals.
- 3. Use Social Media:** Connect with professionals on LinkedIn and engage with industry-related content.
- 4. Volunteer:** Offer your time at local organizations or events to meet new people.
- 5. Informational Interviews:** Request meetings with professionals to learn about their careers.
- 6. Follow Up:** Send thank-you notes and keep in touch with your contacts to maintain relationships.
- 7. Be Genuine:** Approach networking with sincerity and genuine interest in others.
- 8. Seek Mentorship:** Ask experienced individuals for advice and guidance in your career journey.
- 9. Join Clubs:** Participate in school clubs or organizations related to your interests.
- 10. Offer Value:** Be willing to help others and offer your skills or assistance when possible.

# Who do I know?



# CHAPTER 6

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## PREPARE FOR INTERVIEWS

Research common interview questions and practice your responses. Be ready to discuss your experiences, skills, and how they relate to the job requirements. Showcase your enthusiasm, professionalism, and willingness to learn.

### Actionable Steps

- Practice Common Interview Questions: Prepare responses to common interview questions that are likely to be asked, such as "Tell me about yourself," "Why do you want to work here?" and "What are your strengths and weaknesses?"



## How to Succeed in Your First Interview

### Be confident

Project confidence through body language, a firm handshake, and clear communication.



### Show excitement

Demonstrate genuine enthusiasm for the role and company to convey your passion.



### Be genuinely curious

Ask thoughtful questions that reflect your interest in the position and company.



### Prepare to do most of the talking.

Be ready to share your experiences and achievements, emphasizing your suitability for the role.



### Strengthen your answer

Support your responses with specific examples from your past experiences to showcase your skills.



### Get some rest

Ensure you're well rested for the interview to be sharp, focused, and present.



### Send thank-you notes to your interviewers.

Express gratitude promptly through thank-you emails, emphasizing your appreciation for the opportunity.



### Follow up:

Maintain communication after the interview, expressing continued interest.

## CHAPTER 7

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# DRESS AND ACT PROFESSIONALLY

Make a positive first impression by dressing appropriately for interviews. You should “dress for the job”. This doesn’t always mean dressing up but it never means looking sloppy. Demonstrate professionalism in your communication and behaviour. Show up on time, maintain eye contact, and be courteous to everyone you encounter.



### Actionable Steps

- Pay attention to personal grooming, ensuring that your hair is neatly styled, your clothes are wrinkle-free, and your shoes are clean.
- Start by practicing good manners and etiquette throughout the interview process. Arrive on time or a few minutes early for the interview to demonstrate punctuality and reliability.



# INTERVIEW PREPARATION

Before an interview:

1. **Research the Company:** Understand the company's mission, values, products/services, and recent news. This knowledge demonstrates your interest and helps tailor your responses during the interview.
2. **Practice Common Interview Questions:** Prepare responses for common interview questions related to your background, skills, experiences, and why you're interested in the role. Practice articulating your answers confidently and concisely.
3. **Understand the Job Description:** Familiarize yourself with the job description and requirements. Be ready to discuss how your skills and experiences align with the responsibilities of the position.
4. **Professional Appearance and Behaviour:** Dress appropriately for the interview and present yourself professionally. Arrive on time, maintain eye contact, and exhibit positive body language. Show enthusiasm and confidence throughout the interview.
5. **Bring Relevant Documents:** Bring copies of your resume, cover letter, references, and any other relevant documents. Have a pen and notepad handy for taking notes and jotting down questions to ask the interviewer.

## CHAPTER 8

# HIGHLIGHT TRANSFERABLE SKILLS

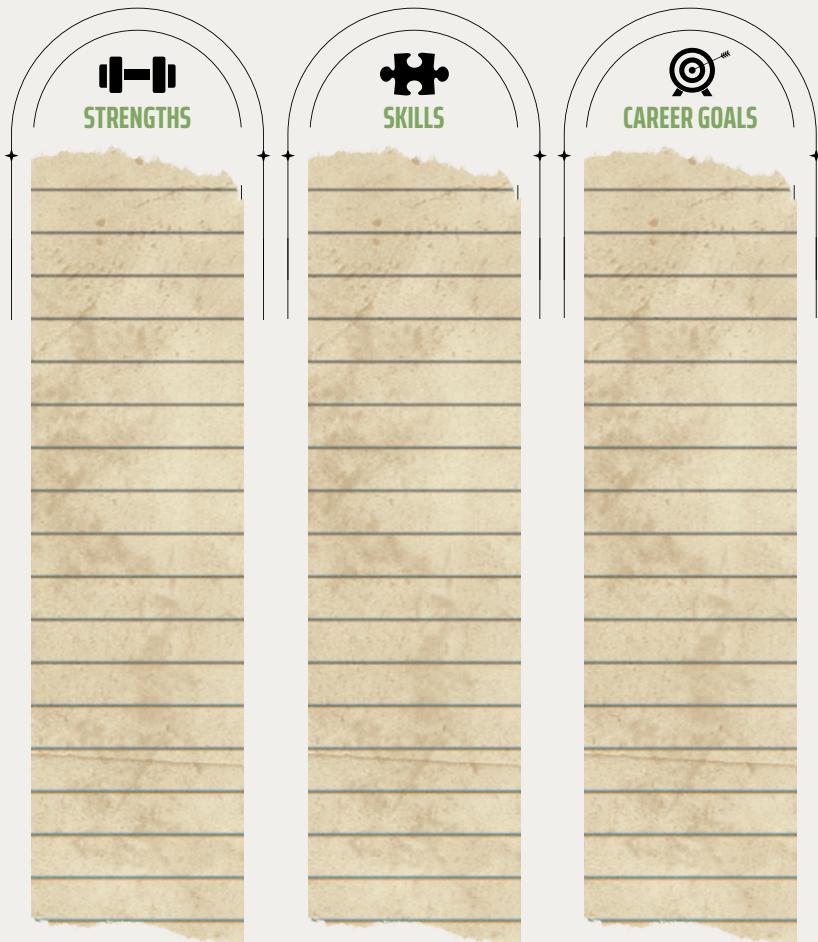
Even if you lack direct experience in the industry or role you're applying for, emphasize transferable skills that are relevant. Communication, problem-solving, teamwork, and adaptability are valued in most workplaces.

## Actionable Steps

- Consider how your experiences in school, volunteering, part-time jobs, internships, or hobbies have equipped you with valuable abilities that can be applied in a variety of contexts.
- In your resume, create a dedicated "Skills" section where you list relevant transferable skills prominently.



# SELF-ASSESSMENT



## CHAPTER 9

### ASK THOUGHTFUL QUESTIONS

Prepare a list of questions to ask during interviews to demonstrate your interest in the company and the role. Ask about the company culture, team dynamics, growth opportunities, and expectations for the position.



#### Actionable Steps

- Write down a couple of questions that you can ask at the interview. The interviewer is most certain to ask, “Do you have any questions for us?”



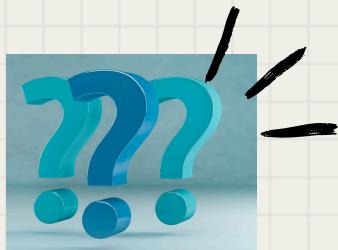
## Interview planning sheet

Here are three questions you can ask during a part-time job interview:

1. Can you tell me more about the day-to-day responsibilities of this role?
2. What opportunities are available for learning and growth within this role?
3. How do you measure success in this position, and what are the expectations for performance?

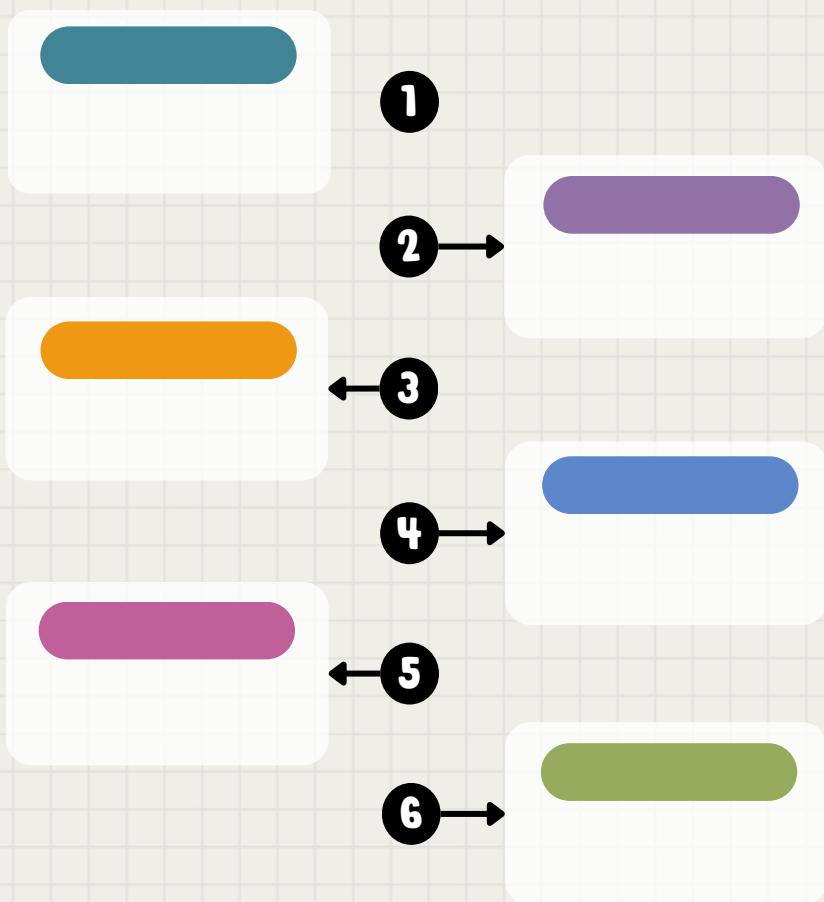


# PLANNING PAGE



30

What questions can I ask?



## CHAPTER 10

### FOLLOW UP

After interviews, send personalized thank-you notes to express your gratitude and reiterate your interest in the position. Following up shows professionalism and can keep you top of mind for employers.



#### Actionable Steps

- Send your thank you card within 24 hours of your interview. This shows your appreciation and keeps you fresh in the interviewer's mind.
- Tailor each thank you card to the specific interviewer or interviewers you met with. Mention something specific from the interview that you appreciated or learned.

## CONCLUSION

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### THIS IS THE BEGINNING OF SOMETHING GOOD.

Entering the job market as a teen can be both exciting and challenging, but with the right mindset, preparation, and determination, success is within reach. By taking actionable steps such as networking, preparing for interviews, and acting professionally, you can begin to build a strong foundation for your future career. Remember to embrace each opportunity as a chance to learn and grow, and don't be discouraged by setbacks or rejections. Stay focused on your goals, stay proactive in seeking out opportunities, and never underestimate the value of hard work and perseverance. With dedication and persistence, you'll soon find yourself on the path to achieving your career aspirations.



# Checklist

## To Do:

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# TO DO LIST

## ABOUT THE AUTHOR



**Jo-Anne Locke**

With 28 years of teaching experience and as a parent of four, I bring a unique perspective to guide youth through crucial aspects of life such as finance, life skills, education, job, self-care, and permanence. Taking a holistic and systematic approach, I am dedicated to nurturing essential life skills and fostering independence beyond academic knowledge. It is my hope that this ebook has opened conversations between you and your teen and given purposeful tasks for you to complete together.