

# Transition Guide: Job Seeking



## ALL EYES ON ME: How to Build a Great Resume and Have an Awesome Interview

### Begin Building Your Resume in High School



Building your resume is more than just listing the diploma you earned. Most students have at least one job, volunteer or paid, before they graduate from high school. Don't underestimate the value of that job or the skills you learned. Include any skills developed from your hobbies as well. Begin developing your resume while you are still in high school and just update as you graduate.

- ❖ Include activities, even sports, where you worked as part of a team.
- ❖ Caring for siblings, mowing the yard, doing chores, and other skills you learned at home can carry over to the workplace.
- ❖ Awards or recognitions show the contributions that you have made. Use words of recommendation from former employers, coaches, teachers, or volunteer coordinators.
- ❖ Look at resume samples on the internet as you prepare your resume.
- ❖ Remember, include computer hardware, software, and other technology that you use proficiently.
- ❖ Be sure to proofread your resume for any grammatical or spelling errors before you submit it to a prospective employer.

Many employers now request and/or require that applications be filled out online.

- ◆ If you struggle with spelling, have a friend proofread for grammatical and spelling errors. Do not use abbreviations.
- ◆ If reading is difficult, enlist a friend to read the questions aloud to you.
- ◆ Practice and perfect your typing skills.
- ◆ Become competent in using drop down boxes and summarizing information to fit into limited space.



*Rachel used her personal knowledge of living with a disability, combined with her organizational skills, interpersonal skills, and experience working as a hotel desk clerk to apply for a position with a local disability services organization.*

## Tips from George...



- ◆ Role-playing through potential interview questions with a trusted teacher, parent, friend, guidance counselor, or transition planner will help you prepare to do your very best and make a great first impression.
- ◆ Be careful what you have posted on social networking sites such as Facebook and Twitter because employers may check your profile.

### Are You Ready for Your Interview?

Dress appropriately for the position

Be sure you are well-groomed and neat

Be punctual

Greet co-workers, bosses, and customers

Shake hands and make eye contact

Maintain appropriate voice volume

Respect boundaries—personal property and space

Treat everyone you meet with honor and respect

Exhibit self-control

Thank those you meet for the opportunity to talk with them

*“Whenever you  
are asked if  
you can do a  
job, tell ‘em,  
‘Certainly,  
I can.’  
—and get busy  
and find out  
how to do it.”*

*Theodore  
Roosevelt*

### Resources for Writing a Resume

**Resume templates and step-by-step instructions**

[www.resumehelp.com/resume/resumewizard.aspx#choose-design](http://www.resumehelp.com/resume/resumewizard.aspx#choose-design)

**Tips for writing a resume while in High School**

[www.jobsearch.about.com/od/college/a/high-school-resume-examples.htm](http://www.jobsearch.about.com/od/college/a/high-school-resume-examples.htm)

### Job Interview Tips and Questions

**Job interview tips for high school students**

[www.jobsearch.about.com/od/justforstudents/fl/interview-tips-high-school-students.htm](http://www.jobsearch.about.com/od/justforstudents/fl/interview-tips-high-school-students.htm)

**Possible interview questions**

[www.everydayinterviewtips.com/15-possible-questions-for-high-school-student-job-interviews/](http://www.everydayinterviewtips.com/15-possible-questions-for-high-school-student-job-interviews/)