

# ROADS to SUCCESS

Grade 12

Finding a Job

Family Newsletter

**Roads to Success** is a new program designed to help middle and high school students prepare for their futures. This newsletter will keep you posted on what we're doing in school, and how families can follow through at home.

For more information about Roads to Success, please visit our website: [www.roadstosuccess.org](http://www.roadstosuccess.org).

**Did you know?** Using several job hunting methods is more effective than sticking with one. If something's not working, switch things up for better results.

For more info, check out "The 14 Ways to Look for a Job" by Richard N. Bolles. [http://www.jobhuntersbible.com/articles/article.php?art\\_item=024](http://www.jobhuntersbible.com/articles/article.php?art_item=024)

## Strategies for Finding a Job

As your teen graduates from high school, his plans probably include finding a job. Whether he's looking for part-time summer work or beginning a career, here are some tried-and-true tips for making a tough job easier.

**Looking for work is work.** If you don't have a job, experts recommend spending 40 hours a week looking for one. Making a schedule of what you'll do each day helps you stay on track.

**An active search is better than a passive one.** Many people rely on answering want ads (online and in the newspaper), posting to job websites, and mailing out bunches of resumes. People love these methods because they don't involve the discomfort of asking to be hired. But these aren't always the most effective job-search strategies. Networking, calling businesses you've

researched to find out if they're hiring, and going on informational interviews may get better results.



**Don't be shy about asking friends for help.** Everybody knows what it feels like to look for work, and most people will be willing to help somebody who's just starting out. Tell everybody you're looking, and follow up with the people they suggest. Check in with a friend who can remind you to do the tasks you've assigned yourself and cheer you up when you need encouragement.

**Think of job hunting as matchmaking.** Your job search shouldn't be random. Set a goal concerning the kind of job you want, and stay focused. Your job

should match what you're good at.

**Begin with the end in mind.** Not every entry-level job is exciting, but all will teach you something about yourself and the world of work. Aim for good jobs that are stepping stones to great jobs.

**Be prepared to hear "no."** Job hunting can be discouraging. The odds are that you're going to get turned down - maybe a lot. Keep in mind that it only takes one "yes" to succeed.

**Say thank you.** Say thanks to everybody who helps in your job search, including employers with whom you interview. If possible, send a note. You'll stand out as somebody who is polite and interested in the work.

**For more info . . .**  
[www.jobstar.org](http://www.jobstar.org)  
[www.jobhuntersbible.com](http://www.jobhuntersbible.com)  
[www.quintcareers.com](http://www.quintcareers.com)  
[www.RUReadyND.com](http://www.RUReadyND.com)

## Grade by Grade

In Grade 12, Roads to Success students are coached in the most successful strategies for finding jobs. They learn how to network, practice making cold calls, and consider questions most often asked in interviews. They research companies, create a resume, and write a cover letter, too. Finally, they learn how to keep track of their job hunting efforts, and how to follow up.