

MENTOR TOOLKIT



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Learning Objective:

The student will discover how skills learned in school are needed in the work force.



Materials Needed:

Copy of "Is School a Real Job?" activity sheet, pen/pencil



Instructions:

Using the chart below, ask your student to **explain** how each skill is used at school. **Discuss** how these skills will be used in the workplace.

Skill	How This Skill is Used at School	How This Skill is Used at Work
Meeting deadlines		
Expressing yourself orally		
Expressing yourself in writing		
Being dependable		
Remembering		
Listening		
Working independently		
Taking notes		
Writing in an organized manner		
Organizing		
Making decisions		
Solving problems		
Working as part of a team		
Negotiating		
Being motivated		
Leading others		
Arriving on time		
Personal appearance/hygiene		
Initiative		



Many skills learned in school transfer right to the workplace. Use this opportunity to **share** how **you** use these skills in the work that you do.



Learning Objective:

The student will explore their values when choosing a career.



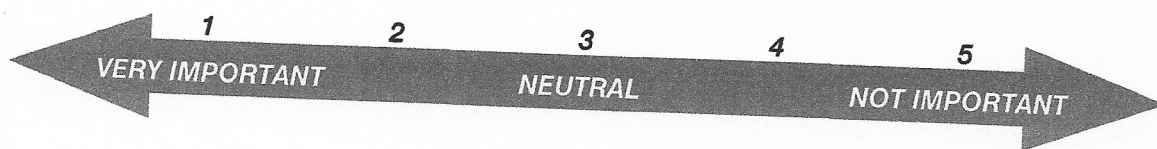
Materials Needed:

Copy of "My Career Values" activity sheet, pen/pencil



Instructions:

Ask your student to **rank** the items below from 1 to 5 with 1 being the most important and 5 the least important. Then **discuss** your student's answers with them. Ask them to **elaborate** on why they chose the rank they did for each item.



- ___ Good salary
- ___ Good benefits (insurance, retirement, etc.)
- ___ Job security
- ___ Work hours that meet your needs
- ___ Satisfactory location
- ___ Compatible co-workers, supervisors, customers
- ___ Opportunity to learn and develop skills
- ___ Challenging and satisfying work
- ___ Good working conditions/environment
- ___ Like/believe in the organization's mission/vision
- ___ Opportunity for promotion/advancement
- ___ Prestige and respect



Talk about how different jobs may fit your student's career values.



Learning Objectives:

The student will learn about the different ways to gain work experience.



Materials Needed:

Copy of "Ways to Gain Work Experience" activity sheet, Internet access, pen/pencil



Instructions:

Gaining work experience can come in many different forms, from job shadowing to volunteering. Visit the websites provided below and review the information with your student.

JOB SHADOWING - jobshadow.com

Job shadowing includes spending time observing someone who is in a position about which you would like to learn more. This site provides information on what job shadowing is as well as contacts for those who are interested in participating in a job shadow program. Let your Guidance Counselor know that you are interested in job shadowing to find out more about opportunities your school or community may have.

PART-TIME JOB

Part-time jobs are convenient for students, giving them the opportunity to work a few hours after school, on the weekends, or even during the summer. A part-time job should not interfere with your studies. Speak with your guidance counselor to find out more about part-time jobs that may be available to you.

VOLUNTEER PROJECTS - volunteermatch.org

Volunteer projects are a great way for you to build a strong record of achievement, community service, and leadership. Students who volunteer for a wide variety of community projects will be exposed to many different types of business and civic organizations. You will also meet community and business leaders who can assist you in your future careers. This site is a resource to find more information about volunteer opportunities in your community.

You can get more information about opportunities for work experience from:

- » Your school
- » Your school's Guidance Department
- » Local Chambers of Commerce
- » Civic and business organizations
- » Your College Success Coach

Remember a small investment of time and effort can be a very important component of a resume and is valued by employers. Participation in volunteer projects, job shadowing, and a part-time job demonstrates:

- » A good work ethic
- » A sense of community responsibility
- » Good character



Gaining valuable work experience is vital to your student's future. As they go through the various websites, discuss with them the information they find most helpful.

**Learning Objective:**

The student will learn how to construct a cover letter.

**Materials Needed:**

A copy of "Creating a Cover Letter" activity sheet, pen/pencil

**Instructions:**

Help your student understand the purpose of a cover letter and how to construct one by reviewing the information below. Then, work with them to create their own cover letter on a separate piece of paper.

Your cover letter expresses specifically how your skills and experiences will benefit the company to which you are applying. Below is a basic cover letter format.

Cover Letter Format

Your Name: Include your full name and mailing address.

Date: Use today's date.

Address: Address your letter to a specific person at a specific company. If you are unaware of the person's name, be sure to state the name of the department.

Salutation: This letter should be written to whom you have addressed. If you are unaware of the individual's name, an alternative could be "Hiring Committee" or "Human Resource Manager."

Body: This should include three paragraphs:

1ST Should demonstrate how your experiences align with the position to which you are applying and establish a connection to the company's goals and objectives.

2ND Should state your top skills that highlight the benefits you will bring to the company.

3RD Should initiate action by explaining what you will do next (e.g., follow up) or prompt the employer to contact you to set up an interview. Close with a "Thank you."

Closure: "Sincerely" or "Respectfully" usually work well.

Signature: Allow space for your handwritten signature and type in your full name below.



To view a sample cover letter with your student, go to takestockinchildren.org and click on Resources - College Students - Sample Cover Letter/Resume.



Learning Objective:

The student will learn how to create a resume.



Materials Needed:

Copy of "A Winning Resume" activity sheet, Internet access, pen/pencil



Instructions:

Constructing a solid resume is the first step to attaining a job. **Review** the basic resume format below with your student. On a separate piece of paper **help** them **write** their own resume based on their experiences and previous jobs.

Let your resume represent the best YOU, highlighting your education, experiences, and unique qualities. Below is a basic resume format.

Resume Format

Your Contact Information: Include your full name, full address, telephone number, and email address.

Objective (optional): Link your skills and experience with those required by the company. Focus on the goals of the organization and how you address them.

Career Highlights/Qualifications (optional): List career-related achievements, skills, traits, and experience relevant to the position for which you are applying. It lets the prospective employer know how you are qualified for the job.

Experience: Include your work history. List the company's name; dates of employment, in order of most recent first; the positions you held; and a bulleted list of what you did for your employer/volunteer organization/community.

Education: List the colleges you attended; the dates of attendance, in order of most recent first; the degrees you attained; and any special awards and/or honors you earned.

Skills and Personal Interests: List the skills related to the position/career field for which you are applying, i.e., computer skills, athletic abilities, or talent.

Honors/Awards: List any pertinent honors/awards you have received that show your qualification for the position.

Languages: List languages you speak, read, and/or write along with the level of proficiency.



To **view** a sample resume with your student, go to takestockinchildren.org and **click** on Resources - College Students - Sample Cover Letter/Resume.



Learning Objective:

The student will gain an understanding of the job search and application process.



Materials Needed:

Copy of "How to Apply for a Job" activity sheet, pen/pencil



Instructions:

Help your student understand the job search and application process by reviewing the information below. Use this opportunity to **share** your own professional experiences with them.

Step 1: Find a job that interests you

In today's world, jobs are listed in a variety of ways: Internet job sites, ads, on the web, classified posts, on school campus and company websites. Start your search using one of these methods and keep a list of the positions that interest you.

Step 2: Inquire about the position

Once you have selected a job or two that are of interest to you, proceed by contacting the company/ organization and inquiring about the position. Is the position still open? Is there an application to complete? To whom can you forward your resume and cover letter?

Step 3: Provide the potential employer with your cover letter and resume

Refer to Activities 43 and 44 for complete cover letter and resume format.



Remember that your cover letter and resume are a reflection of who you are, so make sure they have been proofread and are free of errors. Generally, the potential employer will call you to arrange an interview. If you do not hear from them, take the initiative to **call** and **inquire**.



Learning Objective:

The student will learn tips for having a successful job interview.



Materials Needed:

Copy of "Interviewing Tips" activity sheet, Internet access, pen/pencil



Instructions:

Having a successful interview requires preparation, professionalism, and follow-up. Review the tips below with your student to prepare them for a successful interview.

Before Your Interview

- » Research the company and become well informed on their mission, goals, and future plans.
- » Prepare ahead by anticipating questions that may be asked of you.
- » Prepare questions you want to ask during the interview.
- » Make sure your clothes are business-like, clean, pressed, and conservative. Make sure your hair and nails are trimmed and clean.
- » Bring a fresh copy of your resume and a notepad to take notes.

During Your Interview

- » Be on time; better yet, arrive 10-15 minutes early.
- » Extend your hand when you are being greeted and shake hands firmly.
- » Treat everyone you encounter with respect.
- » Make eye contact with your interviewer and smile when appropriate.
- » Do not sit until you are invited to do so.
- » Be positive and avoid any negative comments about past employers.
- » If you have unanswered questions, wait and ask them when appropriate. This will show your interest and ability to think critically.
- » Listen carefully. If you feel the question is unclear, ask politely for clarification.
- » Pause before answering to consider all facts that may substantiate your response.
- » Discuss only the facts needed to respond to the question.
- » Focus and re-focus attention on your successes. Remember, the goal is not to have the right answers so much as it is to convince the interviewer that you are the right person.
- » Be truthful, but try not to offer unsolicited information.
- » Try not to open yourself to areas of questioning that could pose difficulties for you.



After Your Interview

- » Send a neatly written "Thank You" note to the individual(s) who interviewed you. Summarize the points you made in your interview or add a brief but crucial point that you might have forgotten.
- » Do NOT call the employer back immediately. If the employer said they would have a decision in a week, it is okay to call them in a week to thank them for the interview and reiterate your interest.
- » If you receive word that another candidate was chosen, you may send a follow-up letter to the employer, thanking them for the opportunity to interview for the position. Let them know that, should another or similar position open in the future, you would be interested in interviewing again.



After reviewing these tips with your student, you can use the following activity to **provide** them with a fun and effective way to further **prepare** for an interview.



Learning Objective:

The student will become familiar with potential interview questions through a mock interview.



Materials Needed:

Copy of "Mock Interview" activity sheet, pen/pencil



Instructions:

Preparing for an interview requires anticipating questions that may be asked by the potential employer. These questions may require your student to formulate well thought out responses.

Inform your student that there are no right or wrong answers, and that a prepared response may impress the potential employer. Help your student become comfortable with the interview process by conducting a mock interview with them, and assisting your student develop answers to questions they have difficulty answering.

- » Tell me about yourself.
- » Why are you interested in this position?
- » What qualities do you think someone in this position needs in order to be successful?
- » Why do you think you are the best candidate for this position?
- » Can you describe a challenge you have encountered and how you overcame it?
- » What is something that you have accomplished that you are very proud of?
- » Where do you see yourself in five years?
- » What is a weakness that you wish to improve?
- » What is your greatest strength?
- » Why should we hire you?
- » How do you handle conflict?
- » What motivates you to put forth the greatest effort?
- » Why did you leave your last job?
- » If you could change one thing about your current job to make it better, what would it be, and how would you do it?
- » Have you ever had difficulty with a supervisor or teacher? If so, please explain.



Feel free to share your personal interviewing experiences with your student.