

Unit

2

Getting the Job You Want

Unit Preview

Unit 2 is about finding and getting a job. You will learn how to find available jobs. You will learn how to apply for a job using a job application form or a résumé and cover letter. You will also find out how to make a good impression during a job interview.



Reading Preview

These are the topics in this unit. What do you know about them now?

Chapter 6

Finding Job Openings

- Gathering Job Leads
- Networking

Chapter 7

Applying for a Job

- Preparing Job Application Forms
- Writing Your Résumé

Chapter 8

Interview Success

- Preparing for the Interview
- Succeeding in the Interview

Chapter 6

Finding Job Openings

You Already Know...

- working is a good way to gain experience
- you need a career goal before you can find a job
- it takes time and effort to find a job
- you can find information about jobs on the Internet

You Will Learn...

- three good sources of job listings
- how to find job listings on the Internet
- about contacts, networking, and referrals
- why networking is your best job-search tool
- the four steps in networking

Personal Career Portfolio *Preview*

For your portfolio, you will make a contact list. As you read, think about all the people you know who might be able to help you find a job.





Before You Read

Draw From Your Own

Background If you already have a job, describe how you found your job. If you do not have a job, describe how someone you know found his or her job. Tell whether you think it is easy or difficult to find a good job.

Section 6.1

Gathering Job Leads

Ready, Set, Read

Key Terms

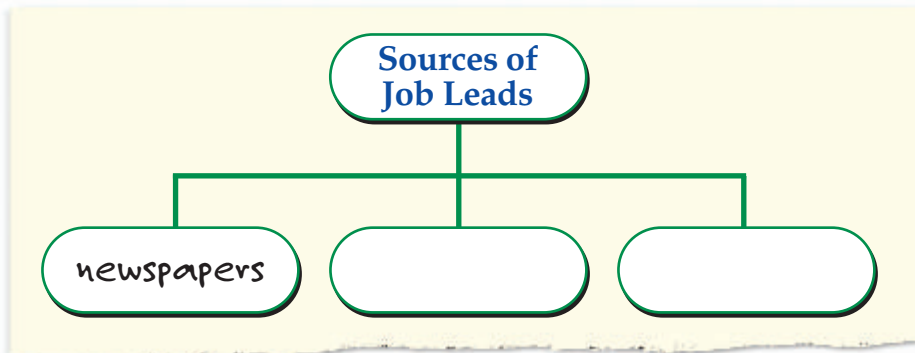
job opening
job lead
job listing
employment agency
temp job
temp-to-hire job
classified ad
job board

Main Idea

A job lead is information about a job opening. Employment agencies, classified ads, and Internet job boards are good sources of job leads.

Thought Organizer

Copy the chart below. As you read, fill in the names of three sources of job leads.



Job Openings Are Available Jobs

Finding a job is a big task. Being prepared and organized will help.

Before you can apply for a job, you need to know where the jobs are. You need to know which jobs are available. You need to look for job openings.

A **job opening** is a job that is vacant.

How do you know what jobs are available? You gather job leads. A **job lead** is information about a job opening. The more job leads you have, the more likely you are to get a good job.

job opening ■ A job that is vacant.

job lead ■ Information about a job opening.

Job Listings Are Good Sources of Job Leads

There are many ways to find job leads. One of the easiest ways to find job leads is to look at job listings.

A **job listing** is a written notice of a job opening.

There are three good places to find job listings:

- employment agencies
- newspapers
- the Internet

job listing ■ A written notice of a job opening.

Employment Agencies Are a Good Source of Job Leads

An **employment agency** is an organization that matches workers with jobs. Employers pay employment agencies to find good workers. Employment agencies collect job listings.

People who want work may go to an employment agency. So the agency also has lists of people who want jobs. Then the agency matches workers with jobs.

There are two types of employment agencies. One type is private. The other type is public. Most cities have both private and public employment agencies.

employment agency ■ An organization that matches workers with jobs.

Private Employment Agencies Are Businesses

Private employment agencies are businesses. They charge a fee if they help you get a job. They earn their money by matching people to jobs.

Private agencies ask you to sign an agreement. It says that you will pay a fee if they send you for a job where you are hired. The fee may be part of your first wages. Sometimes the employer pays the fee.

Some private employment agencies specialize in a certain career field. For example, some agencies specialize in computer jobs. Some agencies specialize in child care jobs.

You can find private employment agencies in the yellow pages. Look under “employment.”

While You Read

Question Why do private employment agencies charge a fee?

Temp Work Is Common Today

Temporary employment agencies match workers with short-term jobs. This worker is listing his skills on an application form.

Would you like to try temp work? Why or why not?



temp job ■ A job that is not permanent.

temp-to-hire job ■ A job that changes from a temp job to a permanent job.

Temporary Employment Agencies Find Workers Short-Term Jobs

Many private employment agencies specialize in temp jobs (temporary jobs). A **temp job** is a job that is not permanent. Some temp jobs last only a day or two. Other temp jobs last a month or longer.

Many people do temp work while they look for a permanent job. Temp workers are usually paid by the hour. The employer pays the temp agency. The temp agency keeps some of the money for itself. The agency then gives the rest to the worker.

Some temp jobs are also temp-to-hire jobs. A **temp-to-hire job** is a job that changes from a temp job to a permanent job. You begin a temp-to-hire job as a temp worker. Your employer evaluates you during this time. If your employer likes your work, he or she hires you. You stop working for the employment agency and start working for the employer.

Public Employment Agencies Are Government Services

Public employment agencies are run by the government. Taxes pay for their services.

Go to the public employment agency near you. Fill out an application form. Someone there will talk to you. The person will find out what you can do best. He or she will try to find you a job. The agency will contact you when the right job comes along.

Find Your Public Employment Agency in the Phone Book or on the Internet You can find your public employment agency in the phone book. Look in the blue pages at the front of the book. Look under the name of the state.

You can also find your state public employment agency on the Internet. Visit the Web site of your state government to find a link.

While You Read

Question Where can you find the phone number of your public employment agency?

Making Good Choices

Temping for a Living

Lee works as a security guard at Via Mall. Lee's employer is Ace Temps, even though he works at Via Mall. Lee's temp job was to last three months. Instead, it has lasted seven. Lee does not receive any benefits through Ace Temps. Guards who work directly for Via Mall receive health insurance and paid vacation. They also receive more pay than Lee does.

Lee would like to keep working at Via Mall. However, he wants a job with benefits and more pay.

You Make the Call Do you think it is fair for temp agencies to use temporary employees for long periods? What would you advise Lee to do?

For help in answering this question, visit ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 6 *Making Good Choices*.



Newspapers Are a Good Source of Job Leads

classified ad ■ A short notice that appears in a section of the newspaper.

Newspapers are another good place to find job listings. Job listings are part of the classified ads. A **classified ad** is a short notice that appears in a section of the newspaper. These ads are paid advertisements organized in classes, or groups. Most newspapers print hundreds of classified ads on Sundays. Some newspapers may print classified ads every day.

Classified ads appear in alphabetical order. First find the employment section. Then look under the name of the job you want. Also look under the name of your career field. Let's say that you want to work as a hotel desk clerk. Look under "clerk" or "clerical." Also look under "hotel" and "hospitality."

While You Read

Question What six facts usually appear in job ads?

Classified Ads Teach You About Jobs Read the classified ads for job listings in your newspaper. You will learn a lot about jobs. You will learn how much different jobs pay. You will find out what skills you need for different jobs.

What is in a classified ad? Classified ads are usually short. Most ads for jobs give these basic facts about a job:

- job title
- job tasks
- pay
- location
- skills, education, and experience required
- how to apply

Classified Ads Use Abbreviations Ads often use abbreviations to save space. Abbreviations are shortened forms of words. Read the abbreviations at the top of **Figure 6.1**. They will help you understand ads for jobs. Then read the job ads at the bottom of the figure. They were taken from several newspapers. Do you understand what they say? If you have questions about the ads, talk about them with your teacher or counselor.

Figure 6.1

Classified Ads and Abbreviations

Common Abbreviations

appl. = applicant or application	immed. = immediate	PT, P/T = part time
appt. = appointment	k = \$1,000	qual. = qualified or qualifications
asst. = assistant	incl. = included	ref. = reference
ATTN = attention	lic. = license or licensed	rep. = representative
ben., bnfts. = benefits	M-F = Monday through Friday	req. = required
c/o = in care of	mfg. = manufacturing	sal. = salary
dept. = department	mgr. = manager	svc. = service
DOE = depending on experience	min. = minimum	w/ = with
EOE = equal opportunity employer	nec. = necessary	wk. = week
exc. = excellent	ofc. = office	wpm = words per minute
exp. = experience	PC = personal computer	xlnt. = excellent
FT, F/T = full time	pd. = paid	
hr. = hour	ph. = phone	
	pos. = position	
	pref. = preferred	

BOOKKEEPER/SECRETARY

P/T, Wed–Fri, 8am–5pm. Asst. to controller. Self-starter w/ xlnt computer and communication skills. Type 50–60 wpm, use spreadsheets. West Alhambra. Min. 2 yrs. exp. req. Fax résumé, refs to (347) 555-0124

PRINTING

Copy operators, shift mgrs. w/digital exp. PT & FT \$10–\$12 DOE. Customer svc. exp. preferred. East Worthington location. Fax (347) 555-0155

NURSING

Busy ofc. looking for RN. FT. Night shift. Competitive pay and bnfts. Exp. in pain treatment pref. Downtown, 4th and Hill. Call (347) 555-0191

RESTAURANT

Italian restaurant needs servers FT & PT. Min. 2 yrs. exp., nonsmoker. Fast and friendly. Flexible shifts. English/Spanish speaker pref. Call Miguel (347) 555-0180 after 2pm

Reading Abbreviations Classified ads tell you the basics about a job. You will need to learn more about a job before you decide whether it is right for you. **Why do you think some employers ask applicants to send their information by fax instead of calling?**

The Internet Is a Good Source of Job Leads

job board ■ A collection of job listings on the Internet.

The Internet is a very good place to find job leads. Look at an Internet job board. A **job board** is a collection of job listings on the Internet. Job listings on the Internet are often called *job postings*.

Some job boards list all kinds of jobs. Other job boards list jobs in one career cluster. For example, some job boards list only jobs in health science. There are job boards for every career cluster.

Some Web sites offer a job board plus career advice. For example, the Web site Monster.com gives advice on writing a résumé. Web sites that have job boards and career advice are called *career Web sites*.

Use an Internet search engine to find job boards and career Web sites. Type “jobs” or “careers” into the search field. Then click on some of the search results.

While You Read

Connect What keywords would you use to find jobs that interest you?

Search for Jobs by Location, Industry, or Keyword

Job boards allow you to search for job listings that interest you. You can search in several ways.

You can search by location. For example, you could look for jobs in your city or county. You can look for jobs in a different city, state, or even a different country.

You can search by industry. For example, you could look for jobs in manufacturing or engineering. You could search for jobs in information technology.

You can also search by keyword. A keyword is a word that appears in the job description. For example, you could search for keywords such as “sales” or “retail.” Remember to search by specific keywords that have to do with the job area that interests you. Do not search by general keywords like “job” or “career.”

Learn to Read Job Postings Job postings on the Internet have the same basic information as job ads in the newspaper. Online ads are longer than newspaper ads, however. They are more detailed. For example, they may give you extra information about the employer. Read a sample job posting in **Figure 6.2**.

Figure 6.2

Internet Job Posting

Job Title: Medical Records Clerk

Date Posted: June 14, 2008

Position Type: Permanent, full-time
(40 hours per week)

Salary: Starting at \$29,000 DOE

Job Description:

The medical records clerk organizes the Medical Center's patient records. The clerk organizes files in numerical order, retrieves files and provides staff with medical records, answers telephone calls, and processes incoming correspondence.

Requirements:

- High school diploma.
- Bilingual English/Spanish.
- Good communication skills and word-processing skills.
- Ability to file by number and color code.
- Ability to maintain patient confidentiality.
- Availability to work some Saturdays.
- Medical office experience preferred.

About Us:

Playa Nueva Medical Center is a full-service hospital in downtown Santa Rosa. We have over 3,000 employees and serve a varied community. Visit our Web site at www.playanuevamedctr.org.

To Apply:

E-mail résumé, cover letter, and salary requirements to employment@playanuevamed.org. Put "Medical Records Clerk" in subject line of the e-mail.

EOE

Lots of Information Job postings on the Internet have more details than job ads in the newspaper. Some job postings are two pages or more. *Why would it be a good idea to visit a company's Web site before you apply for a job there?*

Study Tip

Statistics are useful for research. Statistics are facts in the form of numbers. For example, the population of a city is a statistic. Visit the Fedstats Web site to find government statistics on all kinds of subjects.

Government Web Sites List Government Jobs Are you interested in a job with the government? All cities have city government agencies that hire workers. Most cities have county, state, and federal offices, too. These agencies hire workers to do hundreds of different jobs.

You may be surprised by all the workers an agency needs. You know that schools need teachers. They also hire many other workers. These include cooks, office workers, bus drivers, crossing guards, and mechanics.

Most government agencies have job boards on the Internet. For example, the federal government has a job board called USAJOBS. Visit the Web site of your city or county. Look at the home page of the Web site. The *home page* is the first Web page you see when you visit a site. Look for words such as “employment,” “personnel,” and “human resources.” These will take you to the job postings.

Government Jobs

There are government jobs in every career cluster. There are government jobs in public safety, finance, and science.

Public school workers are government employees. Name three jobs that you see workers doing at your school.



Section 6.1

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 6.1 Review.

After You Read

Retell

1. Explain the difference between a temp job and a temp-to-hire job. Use your own words.
2. List three ways to search for job listings on a job board. Give an example of each search.

Think Critically

3. Employment agencies, classified ads, and Internet job boards are all sources of job leads. Which of these sources would you use first? Why? Which do you think would be most successful?

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Working for a Temp Agency

You work for a temp agency. Your job pays \$6.00 an hour. You work 20 hours each week. The agency receives 12% of your total weekly wages. How much does the temp agency receive each week?

Step 1

Calculate your weekly pay. Multiply your hourly wage by the number of hours you work.
 $\$6 \times 20 = \120

Step 2

Convert the agency's fee to a decimal.
 $12\% = 12 \times 1\% = 12 \times 0.01 = .12$

Step 3

Multiply the decimal by your wages.
 $.12 \times 120 = \$14.40$

Result

The temporary agency is paid \$14.40 weekly.

Figure It Out

You are paid \$5.50 an hour at your job through a temp agency. You work 25 hours a week. The agency receives 13% of your earnings. How much will the temp agency receive weekly?



Section 6.2

Networking

Ready, Set, Read

Key Terms

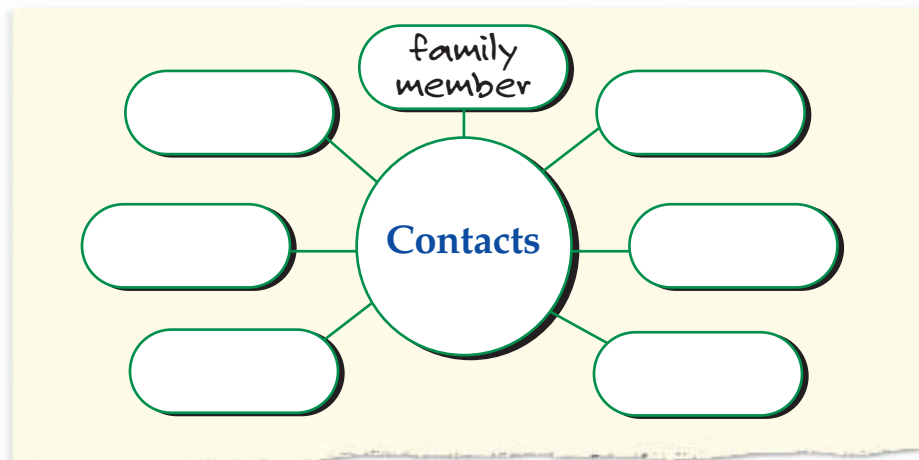
contact
networking
referral
contact list
contact
information
cold-calling

Main Idea

Contacts are your best source of job leads. Networking helps you find jobs that are not advertised.

Thought Organizer

Copy the diagram below. As you read, think of the types of people who could be contacts. Fill in the blank ovals with words for these people.



Contacts Are Good Sources of Job Leads

You can find job leads at employment agencies, in the newspaper, and on the Internet. Those are all good starts. There is another important source of job leads. This source is your contacts. A **contact** is a person you know who can give you information about jobs.

A contact can be almost anyone. A contact could be a friend or a family member. A contact could be a neighbor or a relative. A contact could even be a person you have met only once.

contact ■ A person you know who can give you information about jobs.

Contacts Help You Find Jobs on the Hidden Job Market

Contacts can be your best source of job leads. They can help you find jobs on the hidden job market. The *hidden job market* is all the jobs that are not advertised.

Your contacts can tell you about a job opening before it is advertised. Your contacts can also tell you about job openings that are not advertised at all.

Most Jobs Are Not Advertised Most jobs are not advertised. Why? It costs money to advertise a job. It also takes time. The employer needs to write the job listing. The employer then needs to read many applications. He or she needs to interview people. It is easier for employers to hire people they already know.

Employers would rather hire someone they know than someone they do not know. Employers might hire a friend. They might hire a family member. They might hire a neighbor.

Network to Find a Job

What do you do with contacts? You network.

Networking means asking your contacts for help and information about jobs. Networking helps you find a job. It is not the same as asking for a job.

You can learn a lot from networking. You can learn new information about careers. You can get suggestions about how to find a job. You can get job leads. You can also get referrals. A **referral** is a new contact that you get from an old contact.

When you network, you are not just asking for help. You are also giving help. People in a network share information and advice. You are probably in someone else's network. You could give him or her a referral. You could give him or her the name of a Web site that has a good job board.

Some young people do not want to get a job through networking. They think it is unfair. There is nothing wrong with getting a job through networking. In fact, it is the way most people find jobs.

While You Read

Question What can you learn through networking?

networking ■ Asking your contacts for help and information about jobs.

referral ■ A new contact that you get from an old contact.

There Are Four Steps in Networking

Networking is not difficult. However, you need to prepare. There are four basic steps in networking: **Step 1** is to make a contact list. **Step 2** is to prepare an introduction. **Step 3** is to talk to your contacts. **Step 4** is to follow through.

While You Read

Question What is a contact list?

contact list ■ A list of all your contacts.

contact information ■ How to reach a contact: a phone number, an address, or an e-mail address.

Step One Is to Make a Contact List

Start by making a contact list. A **contact list** is a list of all your contacts. Write down the name of every person who could give you information about jobs.

List the names of all your contacts. Write their contact information so you can reach them. A person's **contact information** is a phone number, an address, or an e-mail address.

Set up your contact list like the one in **Figure 6.3**. Make a column for names. Make a column for contact information. Make a column for notes. Label this column "Contact Date/Outcome." You will use this column later.

Figure 6.3

Contact List

Name/Relationship	Contact Information	Contact Date/Outcome
Gerardo Lopez, Paul's neighbor, salesperson	Phone: (123) 555-0167 E-mail: l@ccsales.com	
Barbara Jenkins, sister's friend, computer programmer	Phone: (678) 555-0112 (H) (698) 555-0193 (O)	
Adriano Raditz, computer teacher	Office: 56-A, Main Building	

Get Organized Write down the names and contact information of everyone you know. You never know who will be able to help you. **Would you prefer to keep your contact list on paper or on a computer? Why?**

Your Community Is a Source of Contacts Where do you find contacts? One of the best sources of contacts is your community. Friends and family members may know of job openings. A friend or family member might even be able to hire you.

Think of other people you have met in your neighborhood. For example, a neighbor might know of a job. The father or mother of a friend might know of a job. Your mail carrier might even know of a job.

Your School Is a Source of Contacts Your school is another good place to find job leads.

Visit your school's work placement office. Talk to the leader of the work experience program. Talk with your counselor and your teachers. Talk to former teachers.

While You Read

Connect Name two people at your school who might be able to help you find a job.

School and Community Contacts

Employers like to hire people they can trust. That is why networking is a good way to find a job. **If you were an employer, what would you do to fill a job opening?**



Study Tip

Your motivation at school will be high if you have a positive self-image. You will feel good about yourself if you set goals and work toward them. The harder you try, the better you will feel about yourself.

Step Two Is to Prepare an Introduction

Step two is to write and memorize a brief description of yourself. Include your year in school, the job you want, your work experience, and your skills.

Josie Rodriguez is looking for a summer job at Computer Corporation. Here is her introduction: “My name is Josie Rodriguez. I will be a senior at Fairfield High School this fall. I have skills in computer programming and repair. I am interested in a summer job or internship at Computer Corporation.”

Memorize your introduction. Practice it with your friends and family members.

Real-World Connection



Showing Yourself at Your Best

As you network, you will contact people you have never met. They will know you by your communication skills. You must present yourself well. Speak with confidence and in a clear voice. Use proper grammar. Listen when the other person speaks. Make eye contact.

Briefly describe your skills. State the type of job you seek. Explain why you will make a good employee. Ask if the person knows of a job opening that fits your skills. Ask for referrals. Thank the person for his or her time and help.

Take the Next Step Write an introduction that you will use with your contacts. Include your name and your skills. Also include the job you want. Ask two different adults to listen to your introduction. Ask the adults for advice on how to give your introduction. Summarize their suggestions in a paragraph.

For help doing this activity, go to ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 6 *Real-World Connection*.



Step Three Is to Talk to Your Contacts

Contact your contacts. Talk to them in person if you can. You can also call or write a letter on the computer.

Talk with as many referrals as you can. The more you talk to, the better your chance of getting a job.

While You Read

Visualize How would you feel about asking a person for help?

Ask Your Contacts for Help and Referrals Begin with your introduction. Then ask for what you need. Be direct. Be specific. Do you need job leads? Information about a specific company? Ask for what you want. Most people are happy to help.

Josie wants a job at Computer Corporation. She asked her contacts, “Do you know of any jobs there?” She also asked, “Do you know anyone else who can help me?” She then asked for permission to use the person’s name. She said, “May I tell Mr./Ms. _____ that you referred me?” She thanked each contact at the end of the conversation and sent a thank-you note.

Keep a Record of Your Conversations Write down all the information you receive. Write down each referral’s name and contact information. Ask how to spell and pronounce the contact’s name.

Write down job leads you receive. Write the name of the business and its address and phone number. Write the name of the person to see. If you know the person’s job title, write that down too.

Write your notes in the third column on your contact list. Turn the page to see how Josie did this in **Figure 6.4**.

Step Four Is to Follow Through

Step four is to follow through on what you have learned.

Follow through on job leads immediately. Contact the employer. Introduce yourself. Explain how you got the job lead. Ask if the job is still available. If so, ask to apply. If not, ask if there are any other job openings. Thank the employer. Send a thank-you note.

Follow Through on Your Referrals Add your referrals to your contact list. Contact them. Ask them for help and information. Send them a thank-you note, too.

While You Read

Connect How comfortable do you feel when talking with people you do not know?

cold-calling ■ Calling without a lead or referral.

Find Job Openings by Cold-Calling Employers

There is another way to find jobs on the hidden job market. You can find them by cold-calling companies that interest you. **Cold-calling** means calling without a job lead or referral.

Read through the sections of the yellow pages that interest you. Write down the names and phone numbers of businesses where you might like to work. Find out more about these employers. Then call or visit these businesses.

Figure 6.4

Contact List with Notes

Name/Relationship	Contact Information	Contact Date/Outcome
Gerardo Lopez, Paul's neighbor, salesperson	Phone: (123) 555-0167 E-mail: l@ccsales.com	12/7: Called and left message for GL. 12/9: GL referred me to Mira Latrice at Computing Warehouse, (555) 567-8910.
Barbara Jenkins, sister's friend, computer programmer	Phone: (678) 555-0112 (H) (698) 555-0193 (O)	12/8: Talked to BJ at holiday party. She invited me to visit her office after the new year.
Adriano Raditz, computer teacher	Office: 56-A, Main Building	12/19: Talked to AR at his office. He said he would call his friend at Computer Corp.

Keep Records of Your Job Search Take notes each time you speak to a contact. This will help you follow through on job leads and referrals. **Why do you think it is best to talk to a contact in person?**

Ask Employers About Job Openings

Introduce yourself. Ask if there are any job openings for someone with your skills. For example, Josie Rodriguez introduced herself and said, “Does your company have a part-time opening for someone with my skills?”

Write down what the person says. Make notes about the company. You may find a job opening. You may get a referral. Either way, you are one step closer to finding a job.

Point of View



Getting Your Foot in the Door

Damali Elinger always wanted to work for the government in her hometown of Knoxville, Tennessee. Her uncle works for the state government.

Damali began her job search in her last year of high school. “I wrote an introduction and practiced it with my mom and my older brother,” she says. Then Damali made a list of contacts. “In school I learned that many jobs are not advertised. I decided to find the job I wanted by networking.” Damali’s uncle was her first contact. He took her résumé to his department head. He also gave her three referrals.

Damali called each of the referrals. One gave her two more referrals. “I met so many nice people who wanted to help me,” Damali says. “I also found the perfect job. I’m now a clerk in the mayor’s office.”

It’s Your Turn Make a list of two contacts who you could talk to about a job. Ask each of these people to give you two referrals. Make a contact list with the names and contact information of all six people.

For help completing this activity, visit ewow.glencoe.com/tips and select the *Smart Tip* for the Chapter 6 *Point of View*.



Section 6.2

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 6.2 Review.

After You Read

Retell

1. Describe the elements a contact list should have. Sketch a blank contact list.
2. Explain how to find job openings by contacting employers directly. Use your own words.

Think Critically

3. Imagine that you are an employer. You have a job opening. Do you advertise for the job opening? Do you try to find someone you know for the job? Explain.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Which Is a Better Deal?

To find a job, you can subscribe to your local newspaper. You can also register with an employment agency. Both require a three-month commitment. The paper is \$10.50 per month. The agency is \$5 per week. Is the paper or the agency a better deal?

Step 1

Calculate the cost of the paper for 3 months.
 $\$10.50 \times 3 \text{ months} = \31.50

Step 2

Calculate the monthly cost of the employment agency. Multiply this total by the number of months (3).
 $\$5 \times 4 = \$20 \quad \$20 \times 3 = \60

Result

The newspaper costs less and is a better deal.

Figure It Out

You are an employer with a job opening. You want to post the job opening on an Internet job board and with an employment service. The job board costs \$22.95 a month. The employment service's fee is 75 cents per day. How much will it cost to list the job in both places for one month (30 days)?



Mortgage Banker

Lydia Graber
Michigan



Career Cluster: Finance



What does a mortgage banker do?

“We provide mortgages, which are loans for people to buy homes.”

Why did you choose a career in banking?

“I began as a file clerk and worked my way up to being a vice president. I liked the work and saw the opportunity to make a career. Banking was a good fit for me.”

What obstacles have you overcome?

“I’m constantly overcoming people’s perception of me. People see what you cannot do instead of what you can do. I’m 3 foot 11 inches, so people think because I’m short that there are things I can’t do. I was told I was too short to be a bank teller. I became the bank teller who stood on a stool.”

What advice do you have for students?

“Get an education. When you go on job interviews, look and act professional. Be yourself and be confident. Be prepared. Have a good résumé. Take with you to job interviews all the information you will need to fill out the job application.”

Mortgage Banker

Training

Bankers need at least a high school diploma. A bachelor’s degree is recommended for management positions.

Skills and Talents

Bankers need to be good with people and have good communication skills. They also need to be knowledgeable about accounting and banking.

Career Outlook

Banking employment is expected to grow more slowly than average through 2012. There should be plenty of job openings for tellers. There will be many jobs in management and customer service.

Learn More About It

Take a group field trip to a bank in your community. Call the bank first to make arrangements. Ask a worker in the bank to discuss the different jobs in banking. Prepare by making a list of questions to ask. Write a thank-you note after you visit the bank.

For help with this activity, visit ewow.glencoe.com/tips.



Chapter 6 Review and Activities



Go to ewow.glencoe.com to find online games and activities for Chapter 6.

Key Term Review

job opening (p. 128)

job lead (p. 128)

job listing (p. 129)

employment agency
(p. 129)

temp job (p. 130)

temp-to-hire job (p. 130)

classified ad (p. 132)

job board (p. 134)

contact (p. 138)

networking (p. 139)

referral (p. 139)

contact list (p. 140)

contact information
(p. 140)

cold-calling (p. 144)

Check Your Understanding

1. Name three good sources of job leads.
2. Explain how to find job listings on the Internet.
3. Define contacts, networking, and referrals.
4. Explain why networking can be your best job-search tool.
5. List the four steps in networking.

Write About It

6. **Write a Letter** Write a letter to a contact. Choose a person you do not know well. In the first paragraph, remind the contact how you know each other. In the second paragraph, explain why you are writing the letter. In the third paragraph, list your year in school, the job you want, your work experience, and your skills. In the fourth paragraph, thank the contact and ask him or her to write or call you with any information.



Role-Play

- 7. Practice Networking** Write an introduction to use in networking. Include your year in school, the job you want, your work experience, and your skills. With a partner, pretend that you are talking to a referral. Introduce yourself. Explain where you got the person's name. Ask for job leads and referrals. Switch roles with your partner.

Teamwork Challenge

- 8. Cold-Call Employers** Find a local phone book. With a partner, look in the yellow pages. Choose two businesses where you might like to work. Call or visit those businesses. Introduce yourselves and ask if there are any job openings for workers with your skills. If there are no job openings, ask for referrals. Write a paragraph describing your experiences.

Computer Lab



Write a Job Posting Find a large job board on the Internet. Find and read three different job postings. Then write a job posting for a job you would like to have. Make sure your job posting is realistic. Use a word processor to type, format, and print your job posting.

Personal Career Portfolio

Make a Contact List Write a contact list. Format your list like the one in **Figure 6.3** on page 140. List the names and contact information of at least 10 people. Add your contact list to your Personal Career Portfolio.

Go to ewow.glencoe.com for help.

