



LIFE PATH: WORKFORCE

Whether you plan to work while in high school or go straight into the workforce after graduation, it is very important to be well prepared and know how to apply for and obtain the job that you want.

Here are the following steps in the job application and interview process:



1. Determine Qualities and Skills

- take a free career assessment test to get a better sense of what jobs fit you the most and refer to BBBSMA's [Future Planning](#) form
- decide what type of job you want based on your tests results and research the company before applying



2. Create Resume

- build a professional and well-organized [resume](#) to help you stand out from the rest
- ask your Big to review your resume and ask for advice
- save a PDF copy to an email or a USB flash drive for quick accessibility



3. Build Career Networks

- attend job fairs and sign up for networking events
- join career oriented social networks such as [LinkedIn](#)
- ensure your [online presence](#) is positively represented



4. Job Application

- make sure you are qualified for the position and apply online or in person
- inquire if a [cover letter](#) is needed and create one
- review the application for any errors
- obtain and list three [references](#)



5. Post Application Followup

- allow 1- 2 weeks to contact the employer about your application
- keep track of all the jobs you have applied for
- be persistent, but don't overdo it
- exercise patience with the process while you wait for their decision



6. Polish Interview Skills

- create a list of your [strengths](#) and [weaknesses](#) and ensure they represent you in a positive manner
- [dress](#) professionally and know company's history
- make a list of the [questions](#) you want to ask the employer and take notes
- practice your [answers](#) to frequently asked questions by employers
- Thank the interviewer(s) for their time, ask for a response timeline and business card, and send a thank you [email](#) immediately after the interview.



7. Post Interview Follow Up

- notify your references that they may receive a call soon
- [follow up](#) after their response timeline has passed either by phone or email



- be prepared and respond promptly to the employer's request for a second interview or job offer
- get comfortable with waiting and remember patience is a virtue