ASPIRE WITH YOUR ATTIRE

BUSINESS PROFESSIONAL
For women, this usually means a business suit or pants suit, or dress and jacket. For men, professional dress means a business suit or a blazer, dress pants and a tie.

Inappropriate Attire – Athletic attire, clubbing outfits, wrinkled jeans and sleeveless shirts.

Appropriate Attire – You can’t go wrong with a suit and tie, ladies should wear knee length skirts and modest heels or flats, slacks and collared shirts are a good choice for both guys and girls.

QUALITY OVER QUANTITY
Wear your best but not ALL your best. Accessories can be distracting. A simple portfolio to hold resumes, reference lists, and a paper and pen for notes is the perfect accessory.

BUSINESS CASUAL
Business casual often includes khaki pants, slacks and skirts; short-sleeved and long-sleeved shirts with collars, but ties are generally not required. Business casual usually excludes jeans, sneakers, tight or short skirts, t-shirts and sweatshirts.

CASUAL
Usually casual office attire allows employees to wear jeans and short-sleeved shirts regularly, and possibly tennis shoes, but not sandals or flip-flops. If you are on your feet all day, wear comfortable shoes such as ballet flats, low rise wedges, boots, penny loafer or oxfords.

SELF-EXPRESSION
If you have prominent tattoos on your arms or neck, what you wear should conceal those tattoos if you’re seeking work in a conservative or strict work environment. Tattoos most likely will not be permitted in most office environments, and the same goes for extravagant hair types and noticeably unainted hair color.

CORPORATE CULTURE
Dress to match the culture and position you want at the company for whom you’d like to work. A nicely pressed pair of slacks and a polo with matching belt and shoes might be inappropriate for an office job but appropriate for work in a manufacturing plant where people in your job of choice dress in a similar fashion.

OTHER TIPS
QUALITY OVER QUANTITY
Wear your best but not ALL your best. Accessories can be distracting. A simple portfolio to hold resumes, reference lists, and a paper and pen for notes is the perfect accessory.

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WORKFORCE SOLUTIONS is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711.
Most jobs either involve creating, designing or building things OR working with people on processes and projects. Which do you prefer?

Would you rather work with things or people? (circle one)

Does your dream job work with things or people? (circle one)

How much money and time are you willing to invest to pursue your dream job? Consider visiting www.texasrealitycheck.com for help on how much you might need. Check out the Occupational Outlook Handbook to get an idea of how much time it will take to prepare for this job.

http://www.bls.gov/oh/
What would you say if you were about to interview for a job and you ended up meeting the CEO of the company on the elevator ride up to the office? If you have worked on identifying your Values, Interests, and Skills, you should have an idea of what you might include.

However, you can’t list everything all at once! People looking for a job are often asked to summarize their experience and interests in a short speech. Sometimes this is called an “elevator speech” or “30-second commercial” because it is the short time recruiters or other hiring managers allow applicants to “sell” themselves before their attention is distracted or disinterest occurs.

INTERVIEWING TIPS

• The most frequently asked question in an interview is “Can you tell me a little about yourself?” – this is a great time to use your commercial.
• Practice 30-second responses that summarize strengths and answer standard interview questions.
• Arrive at least 15 minutes early for an interview – account for traffic or other delays.
• When you meet your interviewer, smile, have good posture, good eye contact, and a firm handshake.
• Do NOT ask about salary, days off, breaks, or perks.
• Professional attire is not attire you wear to go out at night with friends.
• Cover tattoos and piercings; have professional attire and conservative styling.
• For more tips on what to wear for interviews, see page 12.
• Prepare questions for the interviewers – some may ask if you have questions.
• Ask about interesting company projects or successes you have researched or plans for the future growth of the company…show interest in them so they show interest in you! 

Visit wrksolutions.com/interview questions to view and practice the most frequently asked interview questions.
Where do you want to work?

☐ HOUSTON  ☐ TEXAS  ☐ USA  ☐ OVERSEAS  ☐ ANYWHERE

Where does your dream job exist?

If you need help finding out if your job is available where you want to live, look at wrksolutions.com/BLS3

Is your dream job found where you want to live?

☐ YES  ☐ NO

How do you want to spend your days?

Divide the bar below to represent how much time you want to spend with Work, Fun, Family, and Sleep in a 24-hour day.

How many hours are spent working each day in your chosen profession?

Does this match your desired time spent at work?

☐ YES  ☐ NO

List other job options that might allow you to devote the time you wish to each part of your day.

What are some challenges to obtaining your dream job?

What are two things you can do now to start overcoming these challenges?

What are other jobs related to your skills, interests, and values?

What are some companies that hire for your dream job and these other occupations?

What endorsement program should you pursue in high school?

What colleges offer a program that builds off your high school education?

What is your next career move after you land your dream job? What is the job title? How will your duties change?

Review Your Next Steps

Complete a sample Master Application that you can print and save for future use at wrksolutions.com/masterapp

Summary Statement

(always immediately following the contact info)

• Title of position or program being applied for

• Three sentences or less describing why you are the right person for the job / program

Contact Information

(always at the top)

• Use your legal name, not a nickname

• Include a phone number where the employer can leave a message; be sure your voicemail message sounds professional; do not have “music” for the caller to listen to; return all calls ASAP but always within 24 hours

• Be sure your e-mail address sounds professional: first and last name when possible, try to avoid numbers that could be viewed as age, year of birth, year of graduation, etc.

HELPFUL APPLICATION BUILDING TIPS

• Be thorough, neat, and accurate; spelling and handwriting are important

• Be sure to read and follow all directions; do not leave any spaces blank

• It’s important to memorize all nine digits of your social security number

• Be sure to answer all questions

• Position: Use actual job titles for that organization, do not say Open or Any

• Date you can start: Don’t use ASAP, Immediately, Now; write the actual date you can begin working

• Salary Desired: Typically minimum wage for workers without much experience

• If someone who works for the company told you about the job, list their first and last name in the appropriate space asking who referred you to the company

• Reason for Leaving should not be worded negatively

• Ask permission before using someone as a reference; find out what contact information they would like you to use

• Teachers, coaches, and people you have done volunteer work for can be good references

• References should not be family members or friends. Occasionally, a personal reference is requested. Ideally, a friend who can speak to your skills and successes is the best choice

• An application is a legal document, don’t forget to sign it

RESUMES AND APPLICATIONS

Complete a sample Master Application that you can print and save for future use at wrksolutions.com/masterapp

HELPFUL APPLICATION BUILDING TIPS

• Some applications ask for the names, addresses, and phone numbers of schools you have attended, so you will want to know what they are

• If you have taken any vocational classes, list those skills under education if they resulted in a certificate or other credential

• When listing your employment history, be sure to use reverse chronological order – most recent first

• Past duties should demonstrate skills relevant to the job for which you are applying

• List the highest ranked courses and any certificate(s) you have earned

• Why did you choose this education?

• If an employer calls and asks you to list the name of your school, you should do so even if you used it for something other than your current degree

• If the question asks if you are still enrolled, the answer should be “No” with “Completed” written after the date or graduation year

• When listing your employment history, be sure to use reverse chronological order – most recent first

• Position: Use actual job titles for that organization, do not say Open or Any

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• An application is a legal document, don’t forget to sign it
Recruiters and employers are more and more concerned with the Internet presence of their workforce. Hundreds of recruiters were surveyed about the information shared by individuals via social media. They were asked to share what they viewed as positive or negative and how severely the negative items might offend and affect an individual’s chance at employment. We summarized this in the activity below.

How well would your internet presence represent your future employer?

Pull up one of your social media news feeds (Facebook, Twitter, and Instagram work best!) and review the items you have posted. If the content matches an item below, circle that topic. For example, if you posted a picture of your school’s football team winning a game, you would circle “Groups, Teams, Sports, & Clubs” in Column B. Once you have looked at no less than 10 posts, review your circles. If you have at least one circle in the column, award or remove the points stated at the top of the column. Use the key at the bottom of the page to see how recruiters might view your chance at employment based on your social media presence.

Social Media App/Site: ________________________________

Your score: _______________

6 pts Your social media presence is spotless — keep actively managing your public perception!
3 to 5 pts You have some blemishes but also share good news — minor cleanup needed.
0 to 2 pts While you share good info about yourself, it may be tarnished by some oversharing.
-1 to -3 pts The bad outweighs the good! Your overall perception is most likely negative. Clean up!
-4 to -7 pts NOT GOOD. You share way too many items that can harm your employment outlook.
-8 to -10 pts You share it ALL and it’s rarely good. This is definitely working against you. DO OVER!
Your values are the things that are most important to you when you make decisions about your life. For work, maybe it is important that you make lots of money. Or, maybe you want to do a job that helps people. Answer these questions to begin figuring out your values. Also, completing the Lifestyle Inventory (pp. 2-4) and visiting www.texasrealitycheck.com will help reveal some additional values.

1. I feel good about myself when
2. I like people who are able to
3. I will feel successful in my life when I
4. The best way I can contribute to society is by

Your interests are the things you want to learn about and do. It’s important to choose a career that has some of your interests built into your daily activities. This helps motivate you to do a good job and challenge yourself. Answer these questions to explore your interests.

1. What are your favorite subjects to study in school and why?
2. What are your favorite topics to talk about with friends?
3. What are your hobbies? What is enjoyable about them?
4. Describe something you Designed, Created, built, made, or fixed up, that gave you a strong sense of satisfaction. Tell why you feel good about it.
5. A large majority of high-paying jobs require at least one year of postsecondary education (aka college). What college would you like to attend? Why?
6. Does anything scare you about college? If so, what? This will help define your priorities and may help guide you to resources that can assist.

Employability (or “Soft”) skills are attributes that are difficult to measure with a rating but are essential to workplace success. For example, being friendly and able to work with others is an employability skill employers consistently ask for in their workforce.

A hard skill is an ability that one can measure with a number with consistent accuracy. Being able to use a drill is a hard skill. If you are asked to drill a hole in the center of a board, someone could check your accuracy and define your success by how well you drilled the hole near the center.

Answer these questions to help identify some of your skills. Once you are done, circle the soft skills and underline the hard skills.

1. Good friends count on each other for many things. What do your friends count on you for or what do they often Compliment you about? (Not counting looks)
2. What Praise or acknowledgment have you gotten from your teachers?
3. Identify a person you admire. Name THREE QUALITIES or characteristics in this person that you most respect or admire. Make a star next to the qualities you also have.
4. Describe something you DESIGNED, CREATED, built, made, or fixed up, that gave you a strong sense of satisfaction. Tell why you feel good about it.

Once you have thought about your vision, visit www.mynextmove.org and click on the “Tell Us What You Like” option to do a quick activity to see some jobs that might be right up your alley.

List a job you are interested in pursuing (this can be your dream job or a new job you are considering):

What skills do you need to do this job well? (Circle any you currently have, if even a little bit)

Which of your interests does this job match?

How does this job match your values?

List other jobs that might also have these values, interests, and skills. Check out the High-Skill High-Growth jobs list for some ideas.