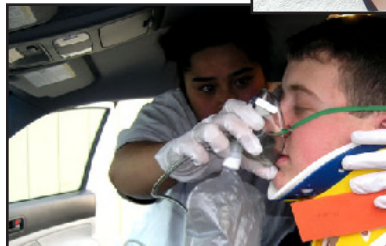


CONTRA COSTA COUNTY OFFICE OF EDUCATION

STUDENT PROGRAMS



ROP CAREER GUIDE FOR HIGH SCHOOL STUDENTS

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A SPECIAL THANK YOU TO CHEVRON,
OUR PARTNER IN CAREER GUIDANCE ACTIVITIES.

ROP INFORMATION

This book is prepared by the Contra Costa County Office of Education's Student Programs/ROP especially for you, the high school student.

WHAT IS ROP?

ROP is the primary source of career and technical training for high school students. Students prepare for advanced training and/or entry-level jobs. Classes are located on high school campuses in Contra Costa County, Albany, Berkeley, and Piedmont. Students earn high school graduation credit and/or college units. Many classes are UC/CSU approved courses.

FOR MORE INFORMATION CALL:

ACALANES & MARTINEZ SCHOOL DISTRICTS (925) 942-3436
MT. DIABLO HIGH SCHOOL, NORTHGATE HIGH SCHOOL,
YGNACIO VALLEY HIGH SCHOOL

ALBANY, BERKELEY, JOHN SWETT, PIEDMONT, (510) 758-4782
& WEST CONTRA COSTA SCHOOL DISTRICTS

ANTIOCH, LIBERTY & PITTSBURG (925) 942-5315
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CLAYTON VALLEY HIGH SCHOOL, COLLEGE PARK HIGH SCHOOL,
CONCORD HIGH SCHOOL

VISIT OUR WEB SITE
www.cocoschools.org/rop

CONTRA COSTA COUNTY OFFICE OF EDUCATION/ROP
IS ACCREDITED BY
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

USING THE CAREER GUIDE

The purpose of this book is to assist you with career planning. It presents different career opportunities that are available to you. Included are important tips, various samples, and contact information.

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INTEREST INVENTORY AND SKILLS TESTS

Many schools offer career guidance tools. These tools can assist you in finding out how your interests and skills fit with careers and colleges.

USE THE INTERNET

Do not give away information that identifies you unless you know who is using this information. Do not pay for services.

YOUR INTERESTS AND SKILLS

www.californiacolleges.edu/Career/

www.uhs.berkeley.edu

www.occareers.com/occareers

www.onetcenter.org

www.coastcareers.com/coastcareers/

www.princetonreview.com/

JOB CHARACTERISTICS

www.jobstar.org

www.students.gov/

www.californiacareers.info

www.onetcenter.org

CAREER TESTS

www.LiveCareer.com

www.college911.com

www.cacareerzone.org

LABOR MARKET INFORMATION

<http://online.onetcenter.org/>

www.labormarketinfo.edd.ca.gov

As you are considering your career plans, you'll want to keep in mind the cost of living in Contra Costa County. The chart below gives the average cost of basic expenses. Your expenses may vary depending on where you wish to live and your lifestyle preferences. Do you want a large apartment, or will a studio do? Do you like to eat out or cook your own meals? Do you spend a lot on entertainment or prefer watching TV at home? The costs listed are guidelines.

Monthly Expenses for a Single Adult Living in Contra Costa County:

Rent (one bedroom apartment)	\$750 - \$950
Utilities	\$100 +
Food	\$300 - \$400
Transportation	\$500
Health Care Insurance	\$300
Clothing/Personal	<u>\$200</u>
TOTAL	\$2,150+

How much will you need to earn to meet your monthly living expenses? Remember that approximately 30% of your earnings will be deducted from your paycheck for federal and state taxes. If you make \$2000 per month, approximately \$600 will be deducted for taxes, leaving you with \$1,400. When first starting out, many people share an apartment or house with a friend(s) to help out with expenses.

Now it's your turn. Using the worksheet on the next page, fill in the amount needed for each item. For accurate figures, check rents in the classified ads and talk with your parents or friends who are already living on their own. You may see areas where you can cut costs, but be as realistic as possible.

Housing	
Rent	_____
Insurance	_____
Utilities	
Gas/Electricity	_____
Water	_____
Cable TV/Satellite TV	_____
Telephone	_____
Cell Phone	_____
Internet Connection	_____
Clothing	
Clothing	_____
Shoes	_____
Laundry	_____
Dry Cleaning	_____
Food/Household	
Food	_____
Cleaning Supplies	_____
Personal Items	_____
Miscellaneous	_____
Transportation	
Vehicle Payment	_____
Gas	_____
Maintenance	_____
Insurance	_____
Public Transportation	_____
Vehicle Registration	_____
Medical/Dental	_____
Veterinarian	_____
Savings	_____
Loans/Credit Cards	_____
Entertainment	_____
Vacation	_____
MONTHLY TOTAL	_____

ROP CAREER TRAINING COURSES

ART & COMMUNICATION

CLASSES

Art & Animation
 Commercial Art
 Digital Recording
 Journalism
 Multimedia
 Music Theory
 Photography
 Radio Broadcasting
 TV/Video Production
 Web Design

JOB TITLES

Cartoonist
 Layout Artist
 Studio Technician
 Reporter
 Graphic Artist
 Arranger
 Photographer
 Announcer
 Video Operator
 Webmaster

JOB TITLES

Graphic Designer
 Commercial Designer
 Recording Engineer
 News Writer
 Game Designer
 Composer
 News Photographer
 Disc Jockey
 Television Technician
 Web Developer

BUSINESS SERVICES

CLASSES

Accounting
 Business Computer Skills
 Business Economics
 Computer Applications
 Computer Graphics
 Computer Programming
 Computer Science
 Desktop Publishing
 Fashion Design
 Marketing
 Medical Front Office
 Virtual Enterprise
 Web Dev. & Programming

JOB TITLES

Payroll Clerk
 Office Assistant
 Financial Advisor
 Office Assistant
 Illustrator
 Programmer
 Programmer
 Desktop Publisher
 Buyer Assistant
 Sales Person
 Medical Secretary
 Entrepreneur
 Web Designer

JOB TITLES

Accounting Clerk
 Administrative Assistant
 Stock Trader
 Administrative Assistant
 Desktop Publisher
 Software Developer
 Software Developer
 Graphic Arts Technician
 Fashion Coordinator
 Sales Representative
 Office Assistant
 Management Trainee
 Computer Programmer

HOSPITALITY

CLASSES

Culinary
 Hotel Careers

JOB TITLES

Chef/Cook/Caterer
 Laundry Worker

JOB TITLES

Server
 Housekeeper

HEALTH & HUMAN SERVICES

CLASSES

Careers with Children
 Careers in Teaching
 CNA/Acute Care
 Community Service
 Cosmetology
 Emergency Medical Tech.
 Hospital Health Careers
 Hospital Health Internships
 Introduction to Law
 Law Enforcement Careers
 Sports Medicine

JOB TITLES

Preschool Teacher
 K-12 Teacher
 Certified Nurse Asst.
 Caseworker
 Cosmetologist
 EMT
 Medical Assistant
 Medical Secretary
 Paralegal
 Police Officer
 Athletic Trainer

JOB TITLES

Day Care Center Aide
 Teacher Aide
 Acute Care Assistant
 Civil Service Clerk
 Instructor
 Paramedic
 Department Assistant
 Office Assistant
 Law Clerk
 Police Clerk
 Physical Therapist

INDUSTRIAL/ENGINEERING TECHNOLOGY

CLASSES

Architectural Design/CAD
 Automotive (AYES/NATEF)
 Automotive Technology
 Cabinetmaking
 Computer Systems Maint.
 Construction Technology
 Electrical Engineering
 Refinery/Process Plant
 Robotics Engineering

JOB TITLES

Drafter/Landscape
 Engineer
 Engineer
 Cabinetmaker
 Support Analyst
 Carpenter
 Electrical Technician
 Refinery Operator
 Technician

JOB TITLES

Drafter/Architectural
 Mechanic
 Mechanic
 Carpenter
 Support Specialist
 Electrician
 Electrical Engineer
 Water Treatment Worker
 Robotic Machine Oper.

SCIENCE & BIOTECHNOLOGY

CLASSES

Analytical Forensic Science
 Biological Research
 Environmental Science
 Fire Science
 Veterinary Science

JOB TITLES

Fingerprint Specialist
 Biology Technician
 Technician
 Firefighter
 Veterinary Technician

JOB TITLES

Forensic Specialist
 Clinical Lab Technician
 Analyst
 Veterinary Assistant

ADULT SCHOOLS

ACALANES ADULT (925) 935-0170
www.acalanes.k12.ca.us/adulted

ANTIOCH ADULT SCHOOL (925) 706-5365
www.antioch.k12.ca.us/prospects/adult.html

MARTINEZ ADULT SCHOOL (925) 228-3276
www.martinez-ed.org

MT. DIABLO ADULT CENTER (925) 685-7340
www.mdusd.k12.ca.us/adulted

PITTSBURG ADULT (925) 473-4460
www.pittsburg.k12.ca.us/paec

SAN RAMON ADULT EDUCATION (925) 824-0380
www.venture.srvusd.k12.ca.us/programs/adult_ed.asp

WEST CC ADULT EDUCATION CENTER (510) 215-4666
www.wccae.info
 CONTRA COSTA COMMUNITY COLLEGES

CONTRA COSTA COLLEGE (510) 235-7800
www.contracosta.edu

DIABLO VALLEY COLLEGE (925) 685-1230
www.dvc.edu

LOS MEDANOS (925) 439-2181
www.losmedanos.edu

OTHER COLLEGES/UNIVERSITIES

CALIFORNIA STATE UNIVERSITY, EAST BAY (925) 602-6700
CONCORD CAMPUS
www.concord.csueastbay.edu

JOHN F. KENNEDY UNIVERSITY (925) 254-0200
www.jfku.edu

ST. MARY'S COLLEGE (925) 631-4000
www.stmarys-ca.edu

THE TEN UNIVERSITY OF CALIFORNIA CAMPUSES
www.ucop.edu

THE 23 CALIFORNIA STATE UNIVERSITY CAMPUSES TOUR
www.csumentor.edu

MILITARY

TODAY'S MILITARY
www.todaysmilitary.com

JOBS IN THE MILITARY
www.careersinthemilitary.com

MY FUTURE
www.myfuture.com

VOLUNTEERING

VOLUNTEER CENTER OF CONTRA COSTA COUNTY (925) 472-5760
www.helpnow.org

VOLUNTEER MATCH
www.volunteermatch.org

TRAINING PROGRAMS

CALIFORNIA CONSERVATION CORPS (CCC) www.ccc.ca.gov	1- 800 - 952-5627
ROP/COUNTY OFFICE OF EDUCATION www.cocoschools.org/rop	(925) 942-3368
U.S. JOB CORPS http://jobcorps.doleta.gov/	1- 800 - 733-5627
YOUTH DEVELOPMENT SERVICES (YDS) www.cocoschools.org/yds	(925) 942-3300

APPRENTICESHIPS

DIVISION OF APPRENTICESHIP STANDARDS www.dir.ca.gov/DAS	
CALIFORNIA'S UNION APPRENTICESHIPS www.calapprenticeship.org/	
Fresno	(559) 445-5431
Sacramento	(916) 263-2877
San Francisco	(415) 703-1128
San Jose	(408) 277-1273

YOUTH DEVELOPMENT

YOUTH DEVELOPMENT SERVICES (YDS) www.cocoschools.org/yds	(925) 942-3300
--	----------------

CONTACT THESE RESOURCES FOR JOB LISTINGS

- High School Career Center Staff
- High School Job Board
- High School Work Experience Program
- Library
- Community College Placement Center
- East Bay Works One Stop Centers
www.eastbayworks.com
- California State Employment Development Dept. (EDD)
www.edd.ca.gov

OTHER RESOURCES

- Networking
- Direct Applications
- Classified Advertisements

INTERNET CONTACTS

GUIDES 4 YOUTH

www.guides4youth.com

CITY OF CONCORD PARKS & RECREATION

www.ci.concord.ca.us

CITY OF RICHMOND ARTS & LEISURE - YOUTHWeb

www.ci.richmond.ca.us

CITY OF WALNUT CREEK - TEEN JOBS

www.ci.walnutcreek.ca.us

CONTRA COSTA COUNTY OFFICE OF EDUCATION

www.cocoschools.org

SNAG A JOB

www.snagajob.com

SUMMER JOBS

www.summerjobs.com

NETWORKING

www.jobstar.org

This may be the most important form you complete. It is used as a screening tool to limit the number of candidates to be interviewed.

TIPS FOR FILLING OUT YOUR APPLICATION

- Create a master application to bring with you when applying for jobs.
- Bring your master application, résumé and list of references with you to help you fill out the application.
- Read through the entire application first.
- Always print or type.
- Always print in ink.
- Be neat.
 - No smudges
 - No erasures
- Answer all questions or insert "N/A" if not applicable.
- List jobs by most recent job first. Use your master application or résumé to guide you.
- Concentrate on the skills that fit the particular job.
- Be clear.
- Before handing it in, read through all your answers.

DEVELOP A LIST OF REFERENCES

Think about family, family friends, neighbors, teachers, past employers, and any other adults who can give you a character or work reference.

A list of four to eight names would be sufficient.

- Be sure to get permission from potential references before using them as a reference.
 - Collect their names, job titles, and phone numbers.
-

PERSONAL INFORMATION:

First Name: Susan Middle: Ann Last Name: Warren
 Street Address: 1234 Main Street, Apt. #4
 City, State, Zip Code: Concord, CA 94520
 Phone Number: (925) 555-2222 Social Security Number: 121-12-1212

POSITION/AVAILABILITY:

Position applied for Office Clerk
 Days/Hours Available: Sun. Mon. Tues. Wed. Th. Fri. Sat.
 Hours Available: from 8:00 a.m. to 6:00 p.m.
 What date are you available to start work? June 16, 2006

EDUCATION:

Name and Address of School	Major Degree/Diploma	Graduation Date
<u>Ygnacio Valley High School</u>		<u>June 2007</u>

Skills and Qualifications: Licenses, Training, Awards: Type 40 words per minute, basic understanding of Windows, Microsoft Office, internet and e-mail.
Organized, self-motivated, creative and resourceful. Work well with people, outgoing and friendly.

REFERENCES:

Name/Title	Phone	Title/Occupation
<u>Mr. William Jones</u>	<u>(925) 555-3333</u>	<u>Computer Teacher</u>
<u>Ms. Mary White</u>	<u>(925) 555-4445</u>	<u>Store Manager</u>
<u>Mr. Jack Thomas</u>	<u>(925) 555-5555</u>	<u>Track Coach</u>
<u>Ms. Anne Williams</u>	<u>(925) 555-3344</u>	<u>Leadership Teacher</u>

EMPLOYMENT HISTORY:

Present or Last Position: Clerk
 Employer: Goodwill Industries
 Address: 990 Contra Costa Blvd., Pleasant Hill, CA 94523
 Supervisor: Anne White Phone: (925) 555-4445 E-mail: mwhite@gwi.org
 From: 06/05 To: 08/05 Salary: \$7.35/hr.
 Responsibilities: Greeted customers, cashiered, accepted donations from the public and maintained inventory spreadsheets.
 Reason for leaving: Summer position

Signature Susan Ann Warren Date 05/11/06

TIPS FOR WRITING YOUR COVER LETTER

- Address it to a person. Use his/her job title. Call and politely ask the receptionist if you cannot find the information elsewhere.
- Demonstrate that you did your homework and know about the company.
- Sound enthusiastic and interested.
- Be professional, warm, and friendly.
- Distinguish yourself. Add something that is unique about you.
- Be sure to clarify the position for which you are applying.
- Be brief - less than one full page.
- Do not forget to sign your name.

SAMPLE COVER LETTER

Address
City, State, Zip
Date

Contact Person
Contact Person's Title
Company Name
Street Address
City, State, Zip

Dear Contact Person:

FIRST PARAGRAPH: Explain how you heard about the job opening.

SECOND PARAGRAPH: Show enthusiasm and interest in the company, product or service they offer. Give an example of how you might fit in the company. Cite something you read or know about the company that fits your personality or skills.

THIRD PARAGRAPH: Explain when you are available to interview and to start work.

Sincerely,

Your Signature

Your Name

Your résumé showcases you and your success in school, at home, in your community, and at previous jobs.

TIPS FOR WRITING YOUR RÉSUMÉ

- Limit your résumé to one page.
 - Change the job objective to fit the specific jobs.
 - Use terms like “on-the-job” or “course accomplishments”.
 - Be honest.
 - Use action verbs to describe your skills and achievements.
 - Prepare a first draft.
 - Revise and rewrite.
 - Make it look good.
 - Do not include your references on your résumé. Wait to be asked.
 - Standard résumé
 - Use a common, easy-to-read font.
 - Use bullets for clarity.
 - Use proper formatting and good use of white space.
 - Use correct spelling and grammar.
 - Electronic résumé - transmitted by e-mail
 - Use a clean font like Times New Roman or Arial.
 - Use MS Word if possible.
 - Use correct spelling and grammar.
 - Save in “Plain Text” format.
 - Scannable résumé - scanned into computer by company
 - Use a clean font like Times New Roman or Arial.
 - Use 12-point type.
 - Use capitals to enhance.
 - Use correct spelling and grammar.
 - Do not use italics, underlining, shadowing, bullets, graphics, boxes or columns.
 - Do not fold or staple.
-

SUSAN WARREN
 1234 MAIN STREET, APT #4
 CONCORD, CA 94520
 (925) 555-2222
 swarren@ aol.com

Objective: To work in an entry level clerical position for the summer

Long Term Goal: Computer Programmer

Qualifications:

- ◆ Well organized and self-motivated
- ◆ Creative and resourceful
- ◆ Work well with people, outgoing and friendly
- ◆ Energetic and hardworking

Skills:

- ◆ Completed classes: Computer Programming, Computer Applications I/II
- ◆ Accurately type 40 words per minute
- ◆ Basic understanding of Windows, Microsoft Office, Internet and e-mail

Work Experience: Goodwill Industries 06/06 - 08/06
 Pleasant Hill, CA
 Clerk
Greeted customers, cashiered, accepted donations from the public, maintained inventory spreadsheets.

Volunteer Experience: City of Concord 06/05 - 08/05
 Concord, CA
Completed summer internship as data entry clerk.

Accomplishments: Serve on church leadership team 09/04 - Present
 Co-chaired homecoming celebration planning committee 09/05 - 11/05

Activities: Member, Track Team 09/03 - Present

Education: Currently a senior attending Ygnacio Valley High School

SUSAN WARREN
1234 MAIN STREET, APT #4
CONCORD, CA 94520
(925) 555-2222
swarren@aol.com

OBJECTIVE: To work in an entry level clerical position for the summer.

LONG TERM GOAL: Computer Programmer

QUALIFICATIONS:

Well organized and self-motivated
Creative and resourceful
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Energetic and hardworking

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Accurately type 40 words per minute
Basic understanding of Windows, Microsoft Office, Internet and e-mail

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Goodwill Industries, Pleasant Hill, CA 06/06 - 08/06 Clerk
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VOLUNTEER EXPERIENCE:

City of Concord, Concord, CA 06/05 - 08/05
Completed summer internship as data entry clerk.

ACCOMPLISHMENTS:

Serve on church leadership team 09/04 - Present
Co-chaired homecoming celebration planning committee 09/05 - 11/05

ACTIVITIES:

Member, Track Team 09/03 - Present

EDUCATION:

Currently a senior attending Ygnacio Valley High School

INTERVIEWING DO'S AND DON'T DRESS

- Do dress appropriately for the industry. Your personal grooming and cleanliness should be impeccable.
- Do wear a tie; at the very least, wear a collared shirt
- Do wear pantyhose.
- Don't wear open-toed or backless shoes, sneakers, mules, jeans, baggy clothing, short skirts, tight or revealing clothing.
- Don't wear more than one ring per hand or one earring per ear. Avoid all face jewelry and ankle bracelets.

BEFORE THE INTERVIEW

- Do arrive early.
- Do bring extra résumés to the interview. (If you have a portfolio, bring that to the interview.)
- Do treat all people you encounter with courtesy and respect. Their opinions might be solicited during hiring decisions.
- Do your research about the employer. Have questions prepared to ask the interviewer.
- Don't be unprepared for typical interview questions.
- Don't bring your cell phone or pager.
-

DURING THE INTERVIEW

- Do introduce yourself by name first. Look the person in the eye and shake hands.
 - Do wait until you are offered a chair before sitting.
 - Do show manners, courtesy, and maturity at every opportunity.
 - Do show willingness to start at the bottom and work up.
 - Do maintain good eye contact during the interview.
 - Do ask for clarification if you don't understand a question that is asked of you.
-

- Do thank the interviewer.
- Do get business cards from each person with whom you interview.
- Don't rely on your application or résumés to do the selling for you; you will need to sell yourself to the interviewer.
- Don't make negative comments about previous employers or teachers.
- Don't treat the interview casually as if you are just shopping around or doing the interview for practice.
- Don't give the impression you are only interested in salary; don't ask about salary and benefit issues unless your interviewer brings up the subject.
- Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.
- Don't be soft-spoken. A forceful voice projects confidence.
- Don't ever lie.
- Don't answer questions with a simple "yes" or "no". Provide examples whenever possible.
- Don't bring up or discuss personal issues or family problems.
- Don't use poor language, slang and pause words (such as "like," "uh" and "um").
- Don't use the word "fired" or mention that you didn't get along with a past supervisor.
- Don't panic if you trip, knock something over or drop something. Show how calm you are under pressure.

AFTER THE INTERVIEW

- Do make notes about the interview right away.
 - Do write a thank-you letter to your interviewers promptly.
-

1. Tell me about yourself.

NO WORK EXPERIENCE

Last year in school, I played on the basketball and soccer team. It kept me busy, and I learned to manage my time. I also volunteer several hours a week for my sister's Girl Scout troop. This experience has taught me to work as a team member, planning activities with the troop leaders.

SOME WORK EXPERIENCE

I work well with others. Due to my strong organizational skills, I am often assigned as team leader on group projects.

2. How would your teachers describe you?

My teachers would tell you I am friendly and helpful to kids in my class. They'd also tell you I work hard and get my assignments in on time and I am not afraid to ask for help if I need it.

3. Why should I hire you over the other eight students waiting to be interviewed?

NO WORK EXPERIENCE

I am reliable and I will do the best I can on the job. I have done volunteer work, but now I would like to gain actual work experience. If you hire me, you will get someone who is not afraid to learn.

SOME WORK EXPERIENCE

With one year of experience working in the retail industry and my proven record of sales, I could make a big difference in your company. I am confident I would be a great addition to your team.

4. Tell me about a time you had a problem and how you solved it.

There was a boy at school that really bothered me. He'd bump into me and would slam my locker shut when he walked by. He'd also say sarcastic things to me. I talked to a teacher about it and she offered to be a mediator. She brought both of us into her class and let us talk about the problem. This situation is much better now.

5. What do you like best about school?

I especially like working on team projects. I was in charge of decorations for our school dance. I organized the timeline for tasks and responsibilities, and my team and I worked together to set up the gym with a Hawaiian theme.

6. Why do you want to work for us?
My research has shown that your company is doing things I would like to be involved with, and that you're doing them in ways that greatly interest me.
 7. How long would you want to work for us?
I am interested in a long-term job that will get me through four years of college, and possibly longer.
 8. What do you think of your last boss?
My boss was fair and honest. He gave me many opportunities to learn.
 9. What are your weaknesses?
I am always working on improving my communication skills to be a more effective presenter. I recently took a speech and debate class, which I found very helpful.
 10. What are your goals?
My immediate goal is to get a job in a growth-oriented company. My long-term goal is to grow into a position of responsibility.
 11. Why did you leave (or why are you leaving) your last job?
My volunteer assignment ended.
I am looking to increase my work hours.
 12. What are three positive things your last boss would say about you?
My boss told me that I am the best delivery person he has ever had. He would say that I am honest, reliable, and organized.
 13. What salary are you seeking?
I am sure when the time comes, we can agree on a reasonable amount. In what range do you typically pay someone with my background?
-

A thank you letter should be sent immediately after the interview to thank the interviewer.

THANK YOU LETTERS

- Show the employer you will take the initiative to make contact soon.
- Add key information you may have forgotten in the interview, clarify any points or try to ease any reservations the interviewer might have expressed.
- Get your name in front of the interviewer once again.
- One more chance to sell yourself.

TIPS FOR WRITING A THANK YOU LETTER

- Address it to the interviewer, using his/her job title.
- Limit your letter to 3 paragraphs.
- Proofread carefully.

SAMPLE THANK YOU LETTER

Your Street Address
City, State, Zip Code
Date

Mr. or Ms. Interviewer's Name, Job Title
Company Name
Street Address
City, State, Zip Code

Dear Interviewer's Name:

FIRST PARAGRAPH: Thank the interviewer for the opportunity.

SECOND PARAGRAPH: Sell yourself. Clarify any points or ease any reservations. Remind interviewer of qualifications.

THIRD PARAGRAPH: Reiterate your interest in the position. Tell the interviewer when you will follow-up.

Sincerely,

Your Signature

Your Name

The following is a list of words that can help you when you are filling out applications, writing your résumé, and answering interview questions. Use these words to:

- Describe your **SKILLS, TALENTS,** and **STRENGTHS**

acquainted	down-to-earth	mature	realistic
active	effective	motivated	reliable
adaptable	efficient	objective	resourceful
articulate	energetic	observant	responsible
artistic	enthusiastic	open-minded	sense of humor
assertive	fair	open to ideas	sensible
attentive	fair-minded	orderly	sincere
broad-minded	flexible	organized	stable
capable	focused	original	strong
competent	genuine	outgoing	tactful
committed	goal-oriented	patient	talented
conscientious	good communicator	people-oriented	team player
consistent	honest	personable	thoughtful
creative	intelligent	polite	trustworthy
dependable	knowledgeable	practical	unique
determined	leader	proactive	upbeat
disciplined	logical	productive	vibrant
discreet	loyal	quick	versatile

- Describe your **EXPERIENCES** and **ATTRIBUTES**

acted	encouraged	observed	started
adapted	enlarged	obtained	studied
addressed	enlisted	offered	supervised
aided	estimated	operated	supported
answered	examined	ordered	surpassed
applied	exceeded	organized	taught
approved	excelled	oversaw	tested
arranged	expanded	packaged	trained
assembled	experienced	participated	tutored
assisted	explained	perfected	uncovered
assured	extended	performed	understood

attained	filed	persuaded	updated
attended	finished	planned	verbalized
awarded	fixed	prepared	verified
balanced	formed	processed	volunteered
brought	funded	produced	wrote
built	gained	programmed	
calculated	gathered	provided	
clarified	guided	productive	
coached	handled	qualified	
collected	identified	realized	
communicated	illustrated	reassured	
compiled	increased	recommended	
conducted	introduced	recruited	
connected	invested	reduced	
contributed	investigated	refined	
created	justified	reinforced	
decided	learned	reported	
defined	lifted	researched	
delivered	listened	reshaped	
demonstrated	located	resolved	
developed	logged	responded	
determined	maintained	reviewed	
discovered	maximized	revised	
dispensed	measured	saved	
distributed	memorized	scheduled	
documented	merchandised	secured	
edited	molded	served	
eliminated	motivated	simplified	
enabled	negotiated	solved	

GETTING READY TO WORK. . .WHAT YOU SHOULD KNOW

If you are under 18, you will need a work permit. Contact your school or your school district office.

IF YOU ARE UNDER 18 YOU MAY NOT:

- Drive a motor vehicle on public streets as part of the job
- Drive a forklift
- Use powered equipment
- Work in wrecking, demolition, excavation, or roofing
- Work in logging or sawmill operations
- Handle, serve, or sell alcoholic beverages
- Work where there is exposure to radiation

IF YOU ARE 14 OR 15 YOU MAY NOT:

- Bake or cook on the job
- Work in dry cleaning or a commercial laundry
- Build, construct or do manufacturing work
- Work on a ladder or scaffold

WHAT ARE MY RIGHTS AND RESPONSIBILITIES ON THE JOB?

YOUR EMPLOYER MUST PROVIDE:

- A safe and healthful workplace
 - Health and safety training, including information about hazardous chemicals
 - Protective clothing and equipment
 - Payment for medical care if you get hurt or sick because of your job. You may be entitled to past wages.
 - Minimum hourly wage. In some cases, employers can pay less than minimum wage. For example, during your first 160 hours on the job if you have no previous similar work experience.
-

YOU HAVE A RIGHT TO:

- Report safety problems to Cal/OSHA without jeopardizing your job
- Work without facing discrimination and/or sexual harassment
- Refuse to work if the job is dangerous to your life or health
- Join or organize a union

YOUR RESPONSIBILITIES ARE TO:

- Know and follow all safety rules and instructions
- Use safety equipment and protective clothing when needed
- Look out for co-workers
- Keep work areas clean and neat
- Know what to do in an emergency
- Report all health and safety hazards to your supervisor

WHAT HOURS CAN I WORK?***AGES 14 AND 15**

- 7:00 a.m. - 7:00 p.m. from Labor Day to June 1
- 7:00 a.m. - 9:00 p.m. from June 1 to Labor Day

MAXIMUM HOURS WHEN SCHOOL IS IN SESSION

- No work during school hours
- 18 hours a week
- 3 hours a day on school days
- 8 hours a day Saturday, Sunday, and holidays

MAXIMUM HOURS WHEN SCHOOL IS NOT IN SESSION

- 40 hours a week
- 8 hours a day AGES 16 AND 17
- 5:00 a.m. - 10:00 p.m. when there is school the next day
- 5:00 a.m. - 12:30 a.m. when there is no school the next day

MAXIMUM HOURS WHEN SCHOOL IS IN SESSION:

- 48** hours a week
- 4 hours a day on school days
- 8 hours a day Saturday, Sunday, and holidays

MAXIMUM HOURS WHEN SCHOOL IS NOT IN SESSION:

- 48** hour a week
- 8 hours a day

* Non-Agricultural Jobs

**You will be paid overtime for any hours you work over 40 per week

HELPFUL WORK-RELATED WEB SITES & CONTACTS

The Department of Labor
www.youthrules.dol.gov

UC Berkeley's Labor Occupational Health
www.lohp.org

Cal/OSHA's Industrial Relations Department
Information in English or Spanish 1-800-232-4842

Sexual Harassment or Discrimination
Department of Fair Employment and Housing 1-800-884-1684

Public Notice

The Contra Costa County Office of Education has a uniform complaint process as required in Code of Regulation, Title 5, Section 4622, COE Board Policy 1312.3(a). The Associate Superintendent of Student Programs and Services is designated as compliance officer. A copy of the policy is available in the ROP Administration Office. The policy provides for mediation or investigation, presentation of additional relevant information, findings, and appeals as appropriate.

ROP, in compliance with federal law, does not discriminate on the basis of race, religion, national origin, gender, or disability.
