

# **The 5 Steps of an Active Job Search:**

## ***Step One***

Identify your talents - what kinds of things do you like to do? What things are you good at? Have teachers or other adults ever said to you, "You know, you should really do that for a living." What is your dream job? Write all of these things down.

## ***Step Two***

Link your talents with real life jobs - Do you know someone who is working somewhere that you'd like to work? Does your neighbor's mother have a pretty cool job that you would like to do? Have you read about a job that sounds interesting? Try to find someone who does what you want to do...use the internet, ask your parents/teachers/counselors, read the "Help Wanted" ads and see what companies are requiring.

## ***Step Three***

Get out there and meet people - Have you ever had to sit through your parents' boring parties with all of *their* friends? Like it or not, those friends can be terrific connections to some really interesting summer jobs or internships. Turn that potentially dreadful night around and make it work to your advantage! Tell people you are looking for summer employment and you want to know if they have any suggestions. Tell every adult that you meet about your summer situation and what you are interested in...believe me, most adults are ready and willing to help someone who is taking an interest in their career!

## ***Step Four***

Write a Personal Data Sheet - This sheet should be legible, error-free, accurate, and complete. You should have several copies made, just like you would with a resume, so you can hand it out to employers, teachers, parents, neighbors, etc. A sample Personal Data Sheet is included later on.

## ***Step Five***

Talk with potential employers - Employers are people too! Ask them if they have any summer opportunities available. Tell them why you chose their office/store/agency. Show them that you are interesting, energetic, and willing to learn. Ask them to tell you more about their company. Ask them what their first job was and if they are willing to give a high school kid a chance. Assure them that they won't regret it!