

WORK: FINDING, KEEPING, AND MOVING ON

Career-Life Connections 12

Name: _____

****You are required to complete 30 hours of work and/or volunteer experience in order to graduate. This is in addition to your capstone project. Be prepared to provide documentation/evidence of this! (Pay stub, email/letter from volunteer coordinator, etc.)****

Finding:

- Job Search: Complete the questions in this booklet
- Cover Letter: Attach your draft and good copy; complete the checklist
- Resume: Attach your draft and good copy; complete the checklist
- Interviews: Complete the questions in this booklet

Keeping:

- Scheduling: Read the tips!
- Social Media Audit: Complete the steps and questions in this booklet
- Budget: Complete a budget/financial plan for post-high school (use the budget in this booklet or create a separate document for school/travel budget)

Moving On:

- How to Quit a Job: Write a resignation letter

Visit our class website for examples and templates!!

Job Search

Think of the next job you want to apply for. Maybe it's your first job. Maybe you want to move up the ladder at your current place of work. Maybe you're moving to a new place and need a job while you go to school.

What's the next job for you?

Find a job posting!

This will be the job you use to create/update your resume and cover letter.

Try these websites:

- Yukon Work Futures: <http://yukonworkfutures.gov.yk.ca/>
- Government of Yukon: <https://yukon.ca/en/employment>
- Yukon Work Information Network: <https://www.yuwin.ca/>
- Government of Canada Job Bank: <https://www.jobbank.gc.ca/home>

Job Title	
Company	
City	
Source (where you found this job posting)	
Why You Want This Job	

If you already have a resume and/or cover letter, you don't have to start from scratch, just update - but it has to meet the assignment criteria!

Cover Letter Checklist

- Same full contact information as your resume (Name, mailing address, phone number, and email address)
- Match your resume (use the coordinating template!)
- Name of the person doing the hiring (if possible!!)
- Which job you are applying for
- Briefly introduce yourself
- Explain why you would be a good choice to hire and what you would bring to the position/company (knowledge, skills - related to the job posting!)
- Thank the employer and suggest meeting for an interview
- Sincerely,
Signature
Full Name
- Name of Proofreader: _____
- Draft attached
- Good copy attached

Resume Checklist

- Same full contact information as your cover letter (Name, mailing address, phone number, and email address)
- Match your cover letter (use the coordinating template!)
- Sections to Include
 - Education
 - Work & Volunteer Experience (put them together in one section if you don't have a lot of experience yet)
 - Skills
- Name of Proofreader: _____
- Draft attached
- Good copy attached

Job Interviews

Answer the following questions as though you were being interviewed for a job! If you would prefer to answer these verbally, we can do them at our next individual appointment.

Take your time and really think about your answers. Be descriptive. You can use these answers to prepare yourself for real job interviews!

In your own words, describe the job you are being interviewed for.

Why would you be a good fit for this job?

What do you know about this company/organization?

Imagine it's five years from now. What does your life look like? (School, job, family...)

Describe a situation where you were dealing with conflict. How did you handle it? If you could go back, what would you do differently?

What is a question you have for me (the person interviewing you for this job)?

Social Media Audit

Google Search: “Your Name” (the quotations tells Google to keep those terms together), and any names you use on social media

1. Go to google.ca and type your name in quotations (“First Last”) in the search bar.
2. Review the results.
3. Answer the following questions:

How many results did you get?

What was the first result?

How many social media platforms came up? (Instagram, Facebook, Soundcloud, YouTube, etc.)

What was the oldest result you could find?

What result surprised you the most? Why?

Which result might be an issue for a potential employer? Why?

Work Schedules

You will likely have many jobs in your life. Some will have regular hours, and others will have shifts all over the place. You may also have more than one job at a time, and that can make scheduling shifts complicated.

It is important to communicate with your supervisor about their expectations when it comes to your shifts.

Some questions to ask:

- How many shifts/hours a week can I expect?
- How long in advance do you make the schedule?
- What is the procedure for...
 - Requesting days off
 - Schedule changes
 - More/fewer hours
 - Calling in sick

Budget/Financial Plan

Managing your income and expenses is a **vital** part of life after high school. Once you are responsible for your own bills and living expenses, you will have to figure out what your priorities are and how to find a work-life balance that meets your own personal needs and wants.

Complete the budget table on the next page (or create a separate document) that shows how you will finance your plan for the future. **Show both income and expenses!**

Planning to go to **school**? Include: grants, scholarships, RESP, tuition, books, travel

Planning to **work**? Include: wage, rent, living expenses

Planning to **travel**? Include: work before travel, flights, accommodation, rough itinerary

Calculating Income and Expenses

Income:

Hourly Wage X Number of Hours per Week X 4 Weeks = Monthly Income

Example: \$16 X 40h X 4wk = \$2560/month

Expenses

Monthly Income X Suggested Percentage = Estimated Expense Amount

Example: \$2560 X 0.3 = \$768 (approximate amount you can afford to spend on rent)

Sample Budget for Work/Living (school/travel need more details)

Monthly Expenses	
Rent (30%)	
Utilities (5%)	
Food (15%)	
Transportation (15%)	
Entertainment (10%)	
Savings (25%)	
Total Expenses	

Monthly Income	
Wages (Hourly Rate X 40h X 4 wks)	
Other Regular Income	
Total Income	

Total Income	\$
Total Expenses	-\$
Result (Extra Savings OR Debt?!)	

****You must make sure you balance your budget - your expenses can't be more than your income! Adjust your budget if you have to!****

How to Quit a Job

When you decide you are going to leave your job, there are some responsibilities you have as an employee. There are also some steps you can take to leave things on good terms with your employer and co-workers. This is a good idea, because they can become references for you!!

- Write down the reason(s) you are leaving so you are clear for yourself, and can answer clearly if you are asked.
- Write a resignation letter!
- Hand in your resignation letter TWO WEEKS (or earlier) before you expect to stop working at this job. You may not necessarily have to work that whole time, but you are required to provide two weeks notice.
- Ask your supervisor if there is anything you can do to help train/transition the person replacing you. You don't have to do this, but your employer (and co-workers) will be happier to be your reference if you make it easier for them.
- Update your resume and cover letter to include the job you're leaving!

Writing a Resignation Letter

This letter should look as professional as your cover letter. You do **not** have to explain why you are leaving, but it's definitely okay to have this conversation with your supervisor.

- Same full contact information as your resume (Name, mailing address, phone number, and email address)
- Professional appearance (it should be typed and organized)
- Include the **date** you are handing in the letter (this is your official "two week" marker, so it's very important that this is on your letter)
- Professional writing
- Be **clear** that you are writing a letter to resign your position
- Thank the employer for the opportunity to be part of their company/organization
- Sincerely,
Signature
Full Name