

Apply for that summer job and GET IT!

BY PAULA ROWLAND

With summer break just around the corner, many students are wondering what they are going to do with the next two months of their lives. The answer to this question isn't too hard to reach: they can just get a job.

Whether it's for some extra cash, to help pay for college tuition, or to buy that gorgeous car, teenagers are going all out this year to get that perfect summer job.

However, it's not as hard as some may think. If you're looking

forward to getting a job in the upcoming weeks, here are a few tips to help you along the way:

When Preparing To Fill-Out An Application:

Before beginning your job hunt, get a sample application form and complete it. This way you will be familiar with the questions in case you have to fill out an application on the spot.

Also, be sure that you have the following items available: social security card, proof of citizenship, permanent residence, or permission to work in the U.S. You'll also need your driver's license or a state ID.

Last but not least, have a few copies of your letters of recommendation available.

It is also recommended to carry an extra pen (black or blue), this way you can use the color requested on the application.

"You always want to be prepared," said RCHS director

of Job Quest, Kyle Rader. Knowing your information accurately and presenting yourself as an organized and prepared person will make you stick out more than any other job applicants.

Completing the Application:

"Future employees always need to make sure that their application is filled out completely and accurately," said assistant manager of Hardees, Ariel Eversole.

Therefore, it's important to read your application from beginning to end before even attempting to fill it out. Then, re-read the directions for each section as you prepare to complete that section.

Never leave any line square, or blank on a form empty. If a question does not apply to you, then write N/A for "Not Applicable."

Also, make sure your writing is VERY neat and clear...so PRINT! It is easier to read.

It is also important to be very specific in answering what position it is that you're interested in, and if you don't understand an abbreviation, or if there is anything on the application that is not clear to you, then ask the employer.

Applicants should also remember to print your name when you

are asked to print. Write your name if asked for a signature.

Keep in mind that neatness is important, so don't mark or scribble any answer out. If you make a mistake, either ask for a new copy or use white-out.

Perhaps the most important part of completing any application involves your references. Make sure to ask someone if you may use them as a reference before doing so, and make certain the reference is someone who WILL be positive.

"We check every single reference on the application, so if the numbers aren't correct we can't put them into our computer."

The Interview:

Some interviews are certainly more formal than others, but there are some rules that never change.

Everyone knows the importance of first impressions, so it's vital to dress neatly and fairly conservatively: don't be too casual, but don't dress as if you're going to attend a dance either.

When you meet the manager (or whoever is in charge) show your manners: smile and use a firm handshake. This shows confidence.

Also remember not to give too

much information. Sometimes knowing too much can play a role against you instead of for your benefit.

When the interview's over, continue showing your manners.

After the interview, say your thanks, then send a follow-up letter in the mail, thanking the employer for their time and for considering you as a future employee.

"It is very important to make a good first impression when applying for a job," says manager of McDonald's Stephanie Lovell.

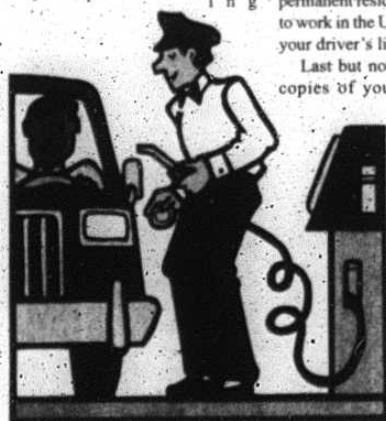
"It helps make a better impression on the employer because they don't want someone who looks slouchy, or seems to be rude," she explained. "The employer has to think of how this person is going to act around customers."

Keeping Your Job:

Once you get the job, it's important to be able to keep it.

Two basic rules for success are flexibility and a willingness to learn and work hard.

"If you're flexible and willing to learn something new, anyone would want to hire you," said Rader.



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