

# Applying for High School Jobs and Internships



# Benefit of a Part-time Job/Internship in HS or College

The opportunity to develop and hone Essential Soft Skills!

- Attention to Detail
- Communication Skills
- Cultural Awareness/Diversity
- Customer Service
- Initiative
- Problem-solving
- Responsibility
- Teamwork
- Time Management
- Working under Pressure

# Filling Out An Application

- Fill out *all* sections (write “N/A” in any section which doesn’t apply to you).
- Write neatly in ink if it’s a paper application.
- Pay attention to capitalization, punctuation, and spelling.
- Gather information ahead of time (employment dates, phone numbers for your references, skills, etc.).
- Prepare a resume if possible.

***Tip: Complete a sample application and use it as a guide when filling out real applications***

# Common Application Sections

## EMPLOYMENT APPLICATION

Position Sought Maintenance Technician

## CANDIDATE INFORMATION

Name Smith John A.  
Last First Middle Initial

Address 123 Main Street Cedar Rapids, IA 52404  
Street City, ST Zip Code

Phone 555-123-4567 Email j.smith@Kirkwood.edu Phone 555-00-1234

# Common Application Sections

## SCHEDULE AND OTHER QUALIFICATIONS

Are you...

At least 16 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Legally eligible for employment in the US? Yes \_\_\_\_\_ No \_\_\_\_\_

Willing to work overtime? Yes \_\_\_\_\_ No \_\_\_\_\_

Willing to work holidays? Yes \_\_\_\_\_ No \_\_\_\_\_

Indicate your hours of availability in which you are willing to work:

Any \_\_\_\_\_ Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

All Hours \_\_\_\_\_ Days (7a-3p) \_\_\_\_\_ Afternoons (3p-11p) \_\_\_\_\_ Nights (11p-7a) \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

When will you be available to begin work? 2 weeks after offer of employment

# Common Application Sections

## EDUCATION

	School Name & Location	Field of Study	Grad Year	Degree/Certificate
High School	<i>Cedar Rapids High School</i>	<i>General</i>	<i>2020</i>	<i>High School Diploma</i>
College or University	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Additional	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

# Common Application Sections

## EMPLOYMENT HISTORY

List your most recent employment first, followed by previous job(s). Use a separate sheet of paper if needed.

Employer Name & Address	<i>XYZ Warehouse Co 123 Main St. Cedar Rapids, IA</i>	Job Title	<i>Picker/Packer</i>	Start	<i>07/2008</i>	End	<i>Present</i>
		Reason for Leaving		<i>N/A</i>			
Telephone	<i>555-012-3456</i>	Duties	<i>Drive forklift, locate items in warehouse, place orders on pallets for shipment.</i>				
Pay	<i>\$10/Hour</i>	Supervisor	<i>Mike Greene</i>				

# Common Application Sections

## SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities, or honors that should be considered, including types of computers, software, and other equipment you are qualified to operate or repair:

*Responsible, dependable, and proficient in basic care for infants and children, age-appropriate activities, safety, professionalism, simple cooking and cleaning.*

Professional licenses, certifications, or registrations:

*CPR & First Aid, American Heart Association  
Advanced Child Care Training, American Red Cross*



# Common Application Sections

## REFERENCES

List three professional references:

<i>Mike Greene</i>	<i>555-987-2865</i>	<i>mgreene@xyzcorp.com</i>	<i>Shift Supervisor</i>	<i>10</i>
Name	Telephone	E-mail	Occupation	Years Known
<i>Sherri Roberts</i>	<i>555-345-5432</i>	<i>sroberts@ymail.com</i>	<i>Manager (Hy-Vee)</i>	<i>12</i>
Name	Telephone	E-mail	Occupation	Years Known
<i>Russ Martinez</i>	<i>555-987-2754</i>	<i>russm@Kirkwood.edu</i>	<i>Maintenance Professor</i>	<i>15</i>
Name	Telephone	E-mail	Occupation	Years Known

# Résumé Basics

## *Easy-to-read font*

- Times New Roman, Arial, Calibri
- Body text should be size 10-12

## *Stay consistent*

- Font, headings, format
- Verb tense

## *Use style sparingly to showcase important items*

- **Bold**
- *Italics*
- Underline
- CAPS

# Résumé Basics

*Résumé paper*

*1 page until your experience requires more*

*Don't use a template or add pictures!*

*Upload as PDF (not Word doc)*

# Résumé Sections

- **Header**
- Objective
- **Education**
- **Experience**
- Certifications
- Skills
- Other (Leadership, Involvement, Internships, Volunteering, Etc.)

**Header, Education, and Experience are required.**

Other sections are optional; include those which best showcase your abilities.  
A Skills section can add depth to a resume that lacks substance.

# Header

*Who are you, and how can they contact you?*

- Name – large size (e.g. 14-18 point)
- Phone Number, E-mail Address
- Mailing Address (optional)
- URL to your professional portfolio / LinkedIn profile (optional)

**SHIRLEY I. QUALIFY**

5050 Lakewood Road, Fargo, ND 58505 | shirley.q@gmail.com | (505) 050-5050 | [linkedin.com/in/shirleyqualify](https://www.linkedin.com/in/shirleyqualify)

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# Objective

*Short sentence about your job/internship goal.*

“Seeking a marketing internship for the summer of 2020”

“Part-time retail position which utilizes my excellent communication and customer service skills”

“Cake decorator position where I can develop my culinary skills while contributing my creativity and work ethic to the Hy-Vee Bakery”

# Education

- School Name, City, State
- Degree type  
(High School Diploma)
- Anticipated Graduation Date  
(e.g., Anticipated May 2020)



# Experience

*No formal work experience? No problem!*

*Unpaid work, volunteering, and life experience count, such as...*

- Extra-curricular activities (sports, clubs, etc.)
- Babysitting
- Pet sitting or caring for your own pets
- Regular chores



# Experience

## *For Previous Jobs:*

- Job Title
- Employer Name, City, State
- Start and End Dates (Month/Year – Month/Year)
  - For current jobs, list “Current” or “Present” as end date
- Bullet points of most relevant responsibilities and achievements

# Experience Examples

## PROFESSIONAL EXPERIENCE

### **Treasurer**

Fall 2016 – Present

Kirkwood Accounting Club (Cedar Rapids, IA)

- Maintained a balanced budget of \$1000
- Wrote checks for club expenses
- Collaborated as part of a governing leadership group to make club decisions

### **Server (PT)**

08/15 – Present

Texas Roadhouse (Cedar Rapids, IA)

- Efficiently provided service for up to 6 tables at a time and pitched in to help co-

## **Joseph L. Nurse**

**P.2**

### **Clinical Rotations (Continued)**

UnityPoint Health St. Luke's, Cedar Rapids, IA

32 Hours

#### **Pediatrics**

- Provided medical and emotional care for infants, children, and young adults
- Performed physical examinations and administered medications

# Writing Bullet Points

**Skill**  
(Action Verb)



**What You Did**  
(Job Duty)



**Results**  
(How/Why)

# Transforming Your Bullet Points

Did inventory



Assisted with monthly inventory of over 1,200 products

Helped customers



Provided quality customer service by assisting guests with questions and resolving issues promptly

Ran cash register



Handled over 200 cash and credit transactions per shift and balanced drawer accurately

# Certifications or Licenses

- Include relevant ones for your field
- Dates received (and expiration, if applicable)

## *Examples*

Certified Swimming Instructor, State of Iowa (2017)

CPR/First Aid, American Heart Association (2016 – 2021)



# References



- Ask permission first!
- You'll need 3-5 references
- Choose people who can vouch for your skills and work ethic, like:
  - Coaches
  - Teachers
  - Campus advisors

# References

## *What information should I list?*

- Name
- Job Title
- Employer Name
- Phone Number
- E-mail address

444 S Winner Dr.  
West Liberty, IA 52776

**Joseph L. Nurse**

jlnurse@gmail.com  
(319) 555-1212

### REFERENCES

**Suzy Ebaugh**

Registered Nurse, Emergency Department  
UnityPoint Health St. Luke's Hospital  
Cedar Rapids, IA  
(319) 555-1212  
sebaugh@unitypoint.com

**Jennifer Miller**

Certified Flight Registered Nurse  
UnityPoint Health St. Luke's Hospital  
Cedar Rapids, IA  
(319) 555-1212  
jmiller@unitypoint.com

**Jane Smith**

Nursing Program and Clinical Instructor, Registered Nurse  
Kirkwood Community College  
Cedar Rapids, IA  
(319) 555-1212 ext. 1212  
jane.smith@kirkwood.edu

# Mistakes to Avoid



- Spelling/grammar errors
- Mismatched formatting
- Temporary e-mail address (you will lose access to your school e-mail, so use a personal account)
- Unprofessional e-mail address
- Voicemail box full or not set up
- Inappropriate voicemail greeting



# Tips & Tricks for Applying in Person



- Introduce yourself with a smile and a handshake, and make good eye contact!
- Ask to speak with a supervisor or hiring manager about job openings
- Bring résumés in folder or portfolio
- Wear neat and clean clothes (avoid jeans, hoodies, leggings, and items with holes or rips if possible)
- Be prepared for an interview on the spot

# How to Answer: “Tell Me About Yourself”

## *Definitely Include:*

- Name, grade, and school

## *Maybe Mention:*

- Athletic or club involvement
- Volunteering or paid work experience
- Transferable skills

Examples:    *I’m a quick learner*  
                  *I work well on a team*

- Work interest (related to the job!)

Examples:    *I enjoy working on computers*  
                  *I’m friendly and approachable*

# Introducing Yourself in 3 Easy Steps

*Answer the question, “What can I offer employers?”*

I am... [Name]

My skills are... [Skills, Experience, or Training Relevant to Your Industry]

I am looking for... [Type of Work You're Seeking + What You Can Offer]

# Introducing Yourself in 3 Easy Steps

I am...

Hi, my name is Ruby Smith, and I saw that you are hiring a childcare worker for your after school program.

My skills are...

I have been helping care for my younger siblings for years and I work in my church's daycare each week. Last year I took a couple of courses through the Red Cross to learn CPR and first aid, and I also earned an Advanced Child Care certification.

I am looking for...

I think I would be a great fit here. Are you accepting résumés or is there an application I can fill out?

# Introducing Yourself in 3 Easy Steps

I am...

Hello, my name is Alex Hernandez.

I am looking for...

I saw that you have an opening for a server.

My skills are...

My teachers say that I would make a great salesman, because I can strike up a conversation with anyone very easily. I would use my communication skills as a server by making every customer feel welcome, and by being attentive to their needs. I do my best work in a fast-paced environment like this busy restaurant, and I really enjoy working as a part of a team.

Can you please tell me a little bit more about the position?

# Social Media & Your Job Search



*Check privacy settings for all social media accounts and remove anything that makes you look unprofessional. Employers will be wary of...*

- Profanity
- Controversial / taboo topics
- Excessive alcohol / partying photos
- Drug use (yes, even marijuana and even if it's legal in that state)
- Whining / negativity
- Poor grammar / spelling
- Provocative or inappropriate content

# Social Media & Your Job Search:

*Qualities employers want to see on your social media*

- Creativity
- Well-rounded people with wide range of interests
- Interaction with the company's social media
- Good communication skills
- Connections to others in the industry
- Following major players in your field/at your dream companies

# Preparing for an Interview

*Learning about yourself, the company, and the position*



- ✓ Research the company
- ✓ Identify how your skills match with the position, using examples



# What Are Your Skills?

*Qualities, training, and characteristics you can offer an employer, like...*

- Enthusiasm
- Communication Skills
- Integrity / Honesty
- Resilience
- Teamwork
- Creativity
- Technology Skills
- Responsibility
- Teachability

# Industry-Specific Skill Examples

## *Retail*

- Customer Service
- Lifting 25-50 pounds regularly
- Ability to operate point-of-sale systems, multi-line phones, registers, etc.
- Detailed knowledge about products sold at that company

## *Hospitality*

- Event planning and set-up
- Communication and customer service
- Handling cash/credit transactions
- Computer/technology knowledge

# Talking About Your Skills Without Industry Experience

*Tip: How has your past experience in life, school, or past jobs prepared you to be successful in this job?*

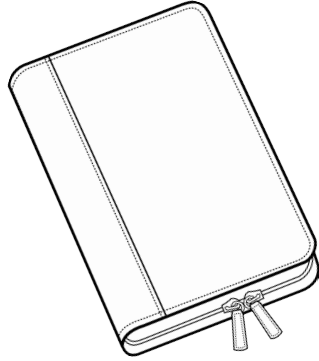
“I have been an athlete since I was very young, so I’ve been a part of many sports teams. Those experiences have helped me understand what it means to be a part of something bigger than myself. I learned how to work with a group to accomplish a shared goal, and I put those skills to use in my current job all the time.”

# Talking About Your Skills With Industry Experience

*Tip: Share a specific example from your work history that showcases your capabilities in the industry.*

“Good teamwork is an essential part of working back-of-house in a restaurant. Although I am primarily a sous chef, I realize that at any point I may be called upon to cover other responsibilities – be it stepping up when the head chef is absent, expediting orders, or even washing dishes when we’re understaffed. This experience would help me jump right in to the job here.”

# Be Sure To...



- Bring copies of your résumé
- Prepare questions for interviewers
- Plan route to check in 10-15 minutes early

## *On Site*

- Silence phone and smartwatch
- Be polite & courteous to everybody
- Calm your mind - you've got this!



# During the Interview

*Making a good impression*



- ✓ Smile and shake hands during introductions
- ✓ Be yourself but speak professionally (no slang, cursing, jokes, etc.)
- ✓ Confidence and likeability are key to making a good impression!

# Interview Questions & How to Answer Them

- Tell me about yourself.

Examples of skills / experience relevant to the job

- What is it about *this* job that interests you?

Does it match your training / experience / industry knowledge?

Explain how you can meet their needs.

- Are you involved in any extra-curricular activities?

How will these help you perform well at that job? Examples:

Athletics → teamwork, working under pressure, leadership, etc.

Theater → verbal communication, commitment, time management, etc.

# Interview Questions & How to Answer Them

- How do you handle mistakes?

Example of past scenario from school or work. Employers want people who can admit mistakes and move forward to fix the problem.

- How would your teachers/coaches describe you?

Highlight your skills like communication, teamwork, time management, etc.

Tip: ask your teachers / coaches now to get this information.



# Interview Questions & How to Answer Them

- Why should I hire you?

Summarize your biggest qualifications, like education / experiences / skills that are relevant. What can you offer them?

- How do you deal with stressful situations?

Example of successfully managing such a situation at school or work. What was your strategy and how did you respond?

# What Are Behavioral Interview Questions?

*Questions about specific situations from your work history.*

## Examples:

- Tell me about a time when you demonstrated being a good team player.
- Share a time when you used good communication skills.
- Tell me about a time when you had to adjust to changes you had no control over?
- How have you dealt with conflict or demonstrated problem-solving in the past?

# Do You Have Any Questions for Us?

*Helps you decide if this job is a good fit for you!*

- What do employees like about working here?
- How will the new hire be trained?
- What is the next step in the hiring process?

# Close Effectively

- Shake hands again
- Thank interviewers for their time
- Follow up within 24 – 48 hours



# After the Interview

*Following up*



- ✓ Send a personalized thank you note
- ✓ Take time to learn from the experience. What did you do well? What could you improve upon for your next interview?

# Kirkwood

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COMMUNITY COLLEGE



**Career Services**  
**Dean of Students Office**

*Empowering our students and community  
through career education.*

**Workplace Learning  
Connection**

*Introducing today's students to  
tomorrow's careers.*