

Newspaper in Education Presents

inquiziKIDZ

BROUGHT TO YOU BY MANATEE COUNTY'S MAGNET SCHOOLS & ADULT CAREER & TECHNICAL EDUCATION

What is the most important thing about a job interview?

Discover the Future

Here is a list of entry-level jobs you can apply for no matter what your previous experience:

Fast Food Worker (free or reduced food!)

Restaurant Hostess or Prep Cashier

Stockperson

Retail Sales Clerk (clothing discounts!)

Car Wash Attendant (tips!)

Summer Camp Worker (fun!)

Movie Theater Ticket Sales and Concessions (free movies!)

Office Clerk (especially if you have computer experience)

For more career information see your school counselor and get information on-line at:
<http://jobstar.org/tools/career/spec-car.cfm>
 OR
<http://www.acinet.org/acinet/default.asp>



kidzbiz

Students earn top honors

by Leslie Rowe

Kevin Seger, Jennifer Kahl, and Maggie Jones have a few things in common. They all attend or graduated from **Palmetto High School (PHS)**. They each participated in Mr. Spahr's Diversified Career Technology (DCT) class, attending school half day and going to part-time jobs after school. But one thing that really sets them apart—they each achieved honors at the 2004 Career Education Clubs of Florida (CECF) State competition in Orlando. As a junior, Kevin Seger studied hard and brought home a



(From left) Maggie Jones, Kevin Seger, Jennifer Kahl

first-place trophy in the Automotive Technician category. When Kevin isn't attending classes or working at Randy's Automotive in Palmetto, he enjoys fishing and mudding—taking his vehicle to the limits and enjoying the mud! Kevin's plans include attending college after graduation. Recent graduate Jennifer Kahl earned an Honorable Mention in Hospitality, showcasing her skills in restaurant management. After school, Jennifer worked at Roaring 20s Pizza & Pipes. She enjoys photography, and plans to attend Manatee Community College to study business administration. Maggie Jones earned an Honorable Mention in Entrepreneurship. As a junior, Maggie created a complete business plan including an executive summary, marketing analysis, financial analysis and supporting documentation for a fictitious Surf Shop. Her achievement was particularly impressive because she accomplished the entire project individually, while every other entry was developed by a team. Maggie works for Boyd Insurance and Investments in Bradenton, and plans to attend college and obtain her insurance license after high school. Maggie and Kevin are co-presidents of CECF and are planning to compete again this year. Well done, PHS students!

First time job interviews and writing your first resume

Stand Out From the Crowd on Your First Job Interview

by Julie Gillies

If you had to guess the most important thing about a job interview, what do you think it would be? If you didn't guess *appearance* then you could be underestimating the importance of first impressions. First impressions are typically made within as little as 30 seconds! A professional appearance can give you a big edge over your competition. When given a choice between two similar applicants, most employers will choose the person who cares enough to dress professionally. For the small investment of ironing your clothes—or even putting on a tie—you can receive maximum dividends. And if you *really* want the job, think about temporarily removing any body piercings. You have to decide—is making a personal statement more important than getting this job? You may not think it matters, but ask any business manager. You can always spike your hair or put the body jewelry back on *after* the interview!

What else is important in getting your first job? Fill out the application so neatly that your grandmother would approve. Be on time for an interview. Don't show up twenty minutes late and expect a job offer. Be polite—manners really do matter. When introducing yourself to a prospective employer (or anyone, for that matter) always look the person in the eye. Be the first to extend your hand for a handshake. Make it firm (but not bone-crushing!). This simple gesture projects confidence. And remember to smile. Every business wants friendly, helpful employees. Show your potential new boss that you are a valuable asset.

A few things to avoid on your job interview: don't chew gum; don't smoke; don't forget to turn off your cell phone; don't mumble; and don't use bad language. If this is not your first job and you had a bad experience at a previous job, don't dwell on the negative. You may be perceived as a whiner or someone who is difficult to get along with. Instead, focus on some positive things you learned from your experience.

Finally, be prepared to answer questions about yourself as well as about the company. Possible questions include: "Why do you want this job?" "What experience do you have?" "Do you have transportation?" "What do you know about our company?" Don't be surprised if you are simply asked, "Tell me about yourself." Mention any special skills that you have. Are you bilingual? Have you taken first-aid courses? Have you held other jobs, even if it was babysitting your kid brother? Be prepared to state which days you can work, the hours you are available, and when you can start.

When your job interview ends, always thank the person by name. Shake their hand again and leave them with a smile. To really make a lasting impression, follow up your interview with a thank you note addressed by name to the person who interviewed you. This lets them know you are really interested and makes you stand out from the crowd.

explore it

Create Your First Resume

A basic resume is a paper that summarizes *you* to an employer. It should always start with your name, address and phone number. If you've ever held a job, even just mowing the neighbor's lawn, make sure to list it. Include the length of time you worked at each job. Be sure to mention any special skills, such as a foreign language. If you've volunteered anywhere, create a heading called "Community Service" and list where you served and a brief description of your duties. This is experience, and it counts! If you're involved in school clubs or sports, list them under "Extracurricular" or "School Activities." You'll demonstrate teamwork—an important asset wherever you work. You can also list your church or youth group activities under "Extracurricular."

A student resume may include personal references; simply list each person's name, address and phone number. You can also list these on a separate page. References are people that your future boss can call to ask about you. You can list your teacher, adult friends, your youth pastor, or anyone who knows you well. Always ask the person's permission first, which lets them know ahead of time that someone may call.

Here is a list of possible categories for your resume. Use the ones that apply.

- Contact information (name, address, phone, email address)
- Education
- Experience (can be volunteer or paid)
- Community Service (volunteer activities or projects)
- Other Skills (foreign language, first aid, computer skills, etc.)
- Extracurricular (sports, clubs, community activities. Be sure to mention if you are a class or club officer or a sports team captain.)
- Honors (honor roll, special awards, club competitions, etc.)
- References

Your resume should be neatly typed and free from mistakes. If you don't have a computer, use one at school or the library. Be sure to proofread carefully—a friend or your parents can help. Here's a tip for job-hunting students from Bob Spahr, DCT teacher at Palmetto High School. Even if it's your first job, create a resume and take it with you when you apply for a job. Tuck a paper clip into your pocket or wallet. Fill out the job application neatly, *then paperclip your resume to the application*. Your application will stand out from the rest. And when the manager reads it, he'll probably be amazed that a student took the time and initiative to be so professional. Don't be surprised to hear, "You're hired!" Happy job hunting!

School biz

What is Diversified Career Technology?

by Leslie Rowe

Diversified Career Technology (DCT) is a career preparation program popular in Florida high schools for over 60 years. It offers high school juniors and seniors the opportunity to attend school for part of the day and then leave early to work at a paying job. Classroom instruction includes employability skills, how to apply for a job, consumer economics, income taxes, free enterprise, and other basic life skills. DCT is a diversified program allowing students to work in any occupation approved by the coordinator. Students have worked in offices, hospitals, retail stores, auto repair shops, farms, and factories. The possibilities are endless.

Career Education Clubs of Florida (CECF) is an important part of a student's DCT experience. Students participate in leadership activities and attend district and state-level meetings and competitions. Many DCT and CECF students have qualified for a variety of scholarships including Florida Bright Futures and Gold Seal. One former DCT student went on to serve three terms in the U.S. Senate and two terms as Governor of Florida—the honorable Lawton Chiles.

In it for the long haul

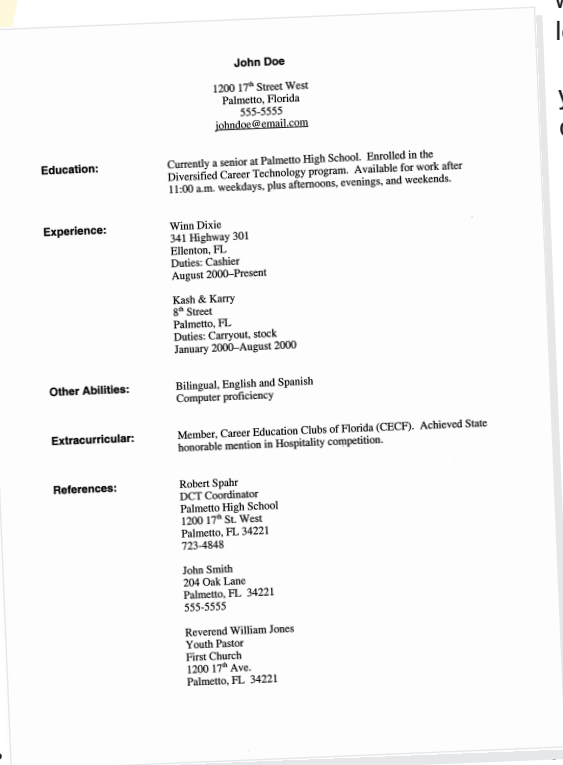
by Leslie Rowe

When you teach high school, meet a new student, and realize you taught her *parents*—you know you're in it for the long haul! Bob Spahr has been teaching at **Palmetto High School** for 33 years, and his enthusiasm for seeing students succeed is stronger than ever. "I see teaching as a calling," he said. Bob teaches Diversified Career Technology, a work-study program designed to prepare students for the workforce. He enjoys relating success stories of local business people who call him to complement the students he sends for interviews. Some employers have told Bob that his students are their best employees. Many of his former students are now members of the local business community with jobs to offer students. In class, Bob challenges his students to dress finer, interview better, and prepare more thoroughly than any other job applicant their age. Students create first resumes and produce a 30-page research project on a chosen career. Bob is proud of his students' accomplishments. "I tell my students, 'whatever goal you have, you can achieve.'"



Bob Spahr

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Palmetto High School

- Ballard Elementary Magnet
- Daughtrey Preparatory Magnet
- Harllee Middle Magnet
- Johnson Middle Magnet
- Lee Middle Magnet



- Lincoln Middle Magnet
- Manatee Elementary Magnet
- Rowlett Elementary Magnet
- Tillman Elementary Magnet
- Wakeland Elementary Magnet

Schools listed in red offer instruction in the subject area featured in today's InquiziKIDZ

webwize

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