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WORK FORCE



HOW TO GET AND KEEP A JOB

THE KEY TO BEING RELIABLE - PLAN AHEAD!

It is the unexpected or unplanned situations that can interfere with your best intentions to be a good worker. You can avoid trouble by thinking ahead. Be prepared and think about potential problems *before* they happen. It helps to plan ahead even for the small things, like packing your lunch. Here are some areas where it will help to plan ahead.

Ask your co-workers about car pools, where several people ride together, each taking turns driving. Check out what public transportation is available in case of an emergency. If you normally use public transportation, be sure you are familiar with schedules, especially on holidays. You may have to work on a holiday, but buses and trains may operate on different schedules that day.

Child Care/ Animal Care

Be sure you have someone to take care of your children and pets when you are at work. If your children are in school, ask a family member, friend, or community program to help when school lets out early. Make plans for someone to take care of your child or pet when he or she is ill and can't go to school. Some employers may let you use vacation days to take care of your sick children, but only if there is a serious problem. It pays to have someone lined up beforehand.

Getting ready for work

Almost everyone has had to deal with last minute wardrobe problems. Sometimes, the clothes you want to wear aren't ready. Perhaps your shirt is missing a button or you forgot to put it in the wash. Like most people, you won't discover the problem until you are getting ready for work. Plan ahead by getting your clothes out the night before. Put them in a special place so you know everything will be ready in the morning.

Special family situations

If you have an unusual family situation — someone is coming home from the hospital or someone needs a ride to the train station or airport — try to find a friend or family member who can do that task for you. Make the arrangements ahead of time. Don't wait until the last minute.

Planning meals

Don't wait until the last minute to pack your lunch. If you do, you'll find you're missing something that you need. Avoid this problem by packing your lunch the night before. This will also help you get ready for work faster in the morning. You can just grab your lunch from the refrigerator and go. If you normally buy lunch or snacks on the job, look the night before to make sure you have money. This way you won't have to stop at an ATM or cash a check on your way to work.

Plan transportation

Be sure you have a reliable way to get to work each day. If you drive to work, be sure you know someone who could give you a ride if your car breaks down.

PLANNING AHEAD

Complete the checklist "Planning Ahead" to be sure you don't run into problems getting to work on time.

Always have a back up plan.

1. My plan for child care is...

2. My backup plan for child care is...

3. My plan for getting to work is...

4. My backup plan for getting to work is...

5. The clothes I have to get ready every day include...

6. My plan for lunch is ...

Follow - up:

Ask people where you work how they handle problems with child care, transportation, and getting to work on time. They may have ideas that will help you out.

APPLYING FOR A JOB IN WRITING

How to respond in writing

When you write a letter to ask about a job, you should type your letter on a typewriter or computer. Everything must be spelled correctly. Everything must be correct grammatically. Use the format below.

Your name
 Your full address
 City/state/zip
 Your phone number

Today's date
 Human Resources Manager
 Name of company
 Address of company
 City/state/zip

Dear Sir or Madam,
 I am writing to inquire about the position of (put the title of the position that was advertised) that you advertised. I would like to be considered for that job.

I have experience as (briefly describe your past jobs).

I am (describe your best qualities).

I think I am a good candidate for this position because (write several sentences explaining how your abilities and qualifications would benefit the employer). I am attaching my résumé.

Thank you for considering my application.

Sincerely,

(Sign your name here)

(Type your name here)

Your résumé

Some employers will ask you to send a résumé. A résumé is just an organized way to present your skills and work history. Always list your most recent education and work experience first. Following is a sample résumé.

RÉSUMÉ

Your name
 Your full address
 Your phone number

Education

Year	Degree and name of institution (higher education)
Year	Graduated from (name of high school)
Year	Or G.E.D. (only if applicable)

Work experience

Years you worked	The position you held Your employer's name
Years you worked	The position you held Your employer's name

Special skills

List any special skills you have, such as machinery or equipment you can operate, experience handling money, languages that you speak or write, etc.

Community activities

List any community or volunteer work that you may have done — working with youth groups, being a member of a service group, places you volunteer, etc.

What's Coming Up

Next Month

- Use your skills at work

For past articles:
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You Have The Power

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