**Job Exploration and Interview Skills**

**Ages 15-18**

**Assignment: Students must complete all parts of this assignment to receive any credit. This assignment will be worth up to 15 hours of credit. The purpose of this assignment is to prepare the student for job interviews and success. Once you have completed this assignment, you should have a resume, be prepared for an in-person job interview, and feel confident in yourself.**

1. **Students must have a complete resume.**
   1. **Students can look up templates online.**
   2. **Add your specific information to the resume.**
2. **Look at jobs on ZipRecruiter, Indeed, the local paper, and look up at least three different current job openings. Print the advertisements with**

**the job requirements and salary range. Include this information in**

**the packet you submit to Youth Court for credit.**

1. **Students must complete the job application template (located in this packet).**
2. **Must film a video 3-minute minimum video answering the interview questions. (pretend this is an actual interview for your dream job, so dress the part)**

**Remember to shake the person’s hand, to look directly in their eyes**

**while speaking, and to sell yourself!**

1. **Upon completion of preparation of a resume and filming an interview,**

**Please type a two-page paper (12-point font) about what you learned**

**from the assignment, including any thoughts on your future career.**

High School Student Resume

**Student Name**

Street Address

City, State, Zip

(704) 555-5555

e-mail: sstudent@gmail.com

**OBJECTIVE:** To obtain a position in the automotive service industry.

**EDUCATION:** North Iredell High School Olin, NC

Expected Graduation Date June 2014

Grade Point Average 3.0

**EXPERIENCE: Food Service Worker**

McDonald’s Restaurant Present-September 2024

San Diego, CA

Provided excellent customer service, operated cash

registers, maintained a sanitary work area, prepared

food and refilled lobby items as necessary.

**VOLUNTEER WORK:**

**Rowan Child Development Center**  Summer 2022

Performed office work, such as data processing.

Provided childcare services and general help as necessary.

**AWARDS:**

**Airplane Construction** Summer 2014

Del Mar Fair Special Award

**ACTIVITIES:** North Iredell High School Baseball Team 2011-2014

FFA Member 2012-2014

Trinity Fire Department Volunteer Summer 2013

**REFERENCES:**

**Jimmy John, Former Manager at McDonalds,**

(123)-456-7890

**Interview Question Template**

**Answer these questions for your dream job.**

1. **Describe to us what attracted you to this career opportunity? How do you see this role fitting in with your long-term career objectives?**
2. **Walk us through your resume. Tell us about the most important experience you’ve had that will highlight your fit for the job.**
3. **Describe your experience getting a difficult task completed. What did you see as your strengths? What did you accomplish? How do you think this job will help you improve your skills?**
4. **Talk about a time where you had a group project, and you did not get along with your teammates. How did handle the situation?**
5. **What is your availability. Would you be able to work weekends and/or holidays?**