



*Social Advocates for Youth is always there to serve the most vulnerable children, youth, and their families so they can realize their fullest potential to live their best lives.*

## Job Search Checklist

- ✓ Photo ID & Original SS Card OR Passport (current, not expired)
- ✓ Work Permits (GPA etc. Get from school, one for each employer)
- ✓ Resume template (babysitting, helping family, volunteer, school activities, community activities, leadership etc.)
- ✓ Cover Letter (unique to each job application)
- ✓ Practice, Practice, Practice Interview questions!!
- ✓ References/Reference Letter
- ✓ Online applications, uploading docs, resumes & cover letter
- ✓ Standard General Applications
- ✓ Where to search for jobs: High School & SRJC Career Centers, SAY Career HUB
- ✓ Managing Time/Juggling school/extra activities/work
- ✓ Transportation
- ✓ Follow up!!



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## RESUME TEMPLATE

### FULL NAME

(707) xxx-xxxx

City, CA

Email

### EDUCATION

High School Name

Date started (Month, Year)-Date ended

College Name      Focus of study

Date Started-Date ended

Certification      Company received from

Date Started-Date ended

### RELEVANT COURSEWORK

- 2-4 classes

Date Started-Date ended

- 

### WORK EXPERIENCE

Company Name

Date Started-Date ended

*Position Title*

- 2-4 bulleted action statements

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### VOLUNTEER EXPERIENCE

Company Name

Date Started-Date ended

*Position Title*

- 2-4 bulleted action statements

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### INTERNSHIPS

Company Name

Date Started-Date ended

*Position Title*

- 2-4 bulleted action statements

### HIGH SCHOOL ACTIVITIES

Club/Team Name

Date Started-Date ended

*Your Role*

- 2-4 bulleted action statements

### HONORS AND AWARDS

- Bulleted list of relevant awards/recognition

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### SKILLS AND QUALIFICATIONS

- Bulleted list of hard skills (ex. computer skills) and soft skills (ex. leadership, responsible)



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## Cover Letter Template

**(Your Name)**

(Address)

Cell: (your Number) Email: (your Email)

(Date you are writing this)

(Name of Business Applying too)

(Address)

(Business Phone Number)

Dear whom it may concern:

I currently finished (Previous place of employment or Volunteer) and now I am searching for a potential opportunity to work with (Business Applying to). My experience aligns well with the qualifications you are seeking at (Business Applying to), in particular my (Skill) and my (Skill), and I am certain I would make a valuable asset to your business.

With the experience I have gained with (Previous place of employment or Volunteer) I am well versed in (Skill) and (Skill). However, my on the job experience has afforded me a well-rounded skill set, including (Skill), (Skill) and (Skill). In addition to my experience and personal qualities, I have a solid ambition to continue growing my work experience with (Business Applying to).

I have enclosed my resume for your review. I look forward to further discussing my opportunities with (Business Applying to). If you have any questions, please call me at (Your Phone Number). Thank you for your time and consideration.

Sincerely,  
(Your Name)