

Teen Education and Enrichment Programs

MCCA Work Ready Certificate Manual

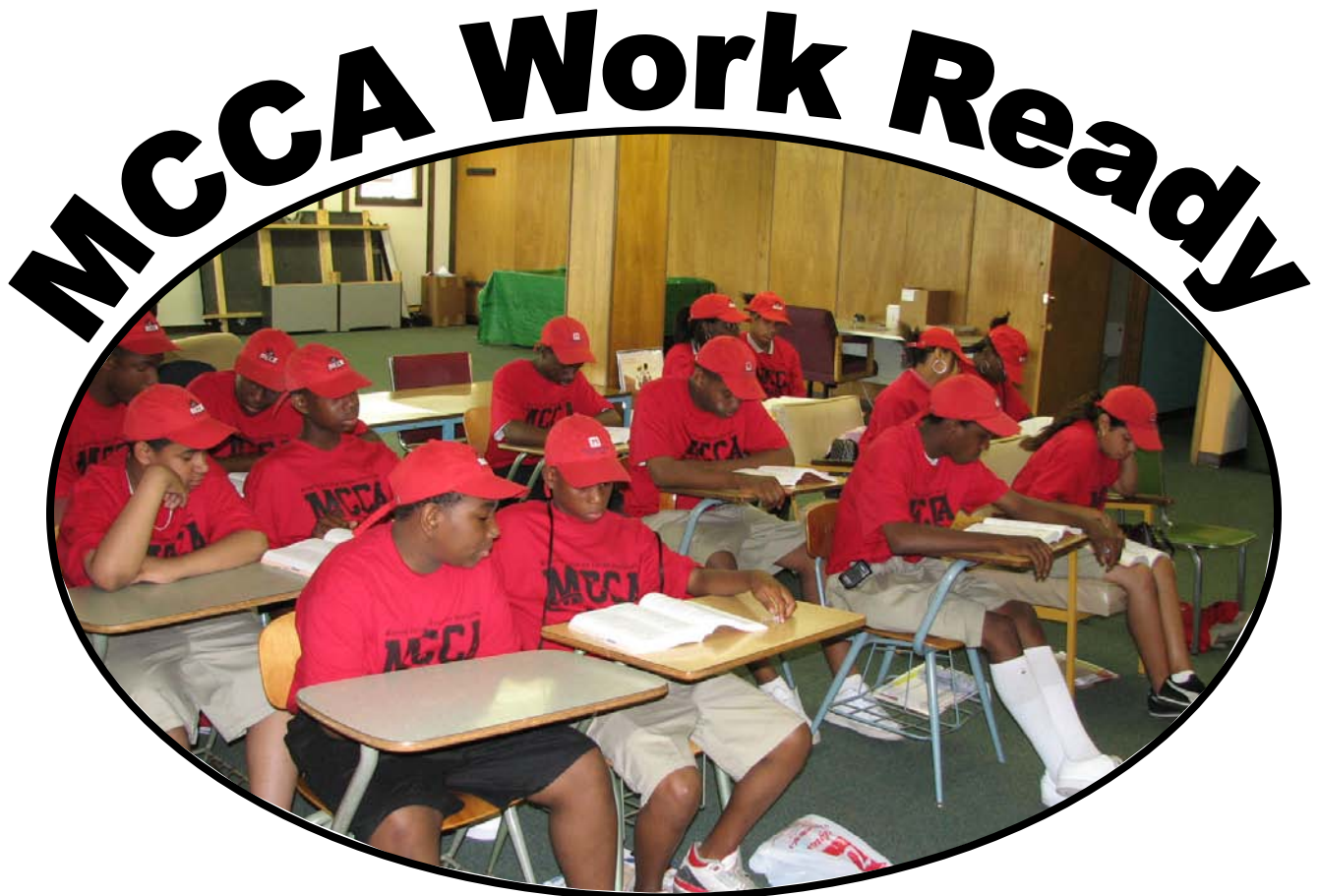
Part 1: Life Skills

Part 2: Job Readiness

Part 3: Finding a Job

Part 4: Visiting Potential Employers

Part 5: Working Well with Others



“BUILDING FUTURE LEADERS”

MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

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MCCA
Sports
Ministry



MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

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MCCA Work Ready Certificate Program			
Part 1 Life Skills	Level 1 Student	Level 2 Student	Level 3 Student
Healthy Relationships	X	X	X
Good Hygiene Habits	X	X	X
Anger Management	X	X	X
Time Management	X	X	X
Learning to be Accountable	X	X	X
Part 2 Job Readiness	Level 1 Student		
Assessing Your Personal Skills	X	X	X
Communicating With Others	X	X	X
Benefits of Working	X	X	X
Volunteering and Internships	X	X	X
How to Write a Resume	X	X	X
Part 3 Finding a Job		Level 2 Student	
Attending Job Fairs	NA	X	X
Searching for Employment	NA	X	X
Part 4 Visiting Potential Employer		Level 2 Student	
Dressing For Success	NA	X	X
Filling Out an Application	NA	X	X
Interviewing	NA	X	X
Part 5 Working With Others			Level 3 Student
Learning Your Job	NA	NA	X
Working with a Team Concept	NA	NA	X
Ethics in the Work Place	NA	NA	X

Teen Education and Enrichment Programs

Part 2 Job Readiness:

Workshop 6: Assessing Your Personal Skills

Workshop 7: Communicating With Others

Workshop 8: Benefits of Working

Workshop 9: volunteering and Internships

Workshop 10: How to Write a Resume

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Part 2

Job Readiness

Workshops # 6

Assessing Your Personal Skills

- A. Assessing Your Personal Leadership Skills
- B. Developing a Positive Mental Attitude
- C. 15 Personal Skills You Need on the Job

Workshops # 7

Communicating With Others

- A. Communicating Skills-Start Here!
- B. How to Improve Communication
- C. Non-Violent Communication

Workshops # 8

Benefits of Working

- A. Why Teens Should Work Retail
- B. 5 Reason Why Teenagers Should Have an After-School Job
- C. Teenage Work Ethic

Workshops # 9

Volunteering and Internships

- A. Gain Work Experience Through Volunteering
- B. Volunteering
- C. Finding a Summer Job or Internship

Part 2

Job Readiness

Workshops # 10

How to Write a Resume

- A. Resumes for Teens
- B. Seven First Time Resume Concerns
- C. How to Address Your Background
- D. Resume Template for Teens

Teen Education and Enrichment Programs

Part 2 Job Readiness: Workshop #10

How to Write a Resume

- A. Resumes for Teens
- B. Seven First Time Resume Concerns
- C. How to Address Your Background
- D. Resume Template for Teens

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How to Write a Resume

Resumes for Teens

You decide to take up a job and you want to do it in a professional, 'grown up' way. You will need to apply for the job then; and for application you will need to have a resume.

A resume whether it is a resume for an adult or a resume for teens - it has to contain information that would make the prospective employer want to choose you for the job he/she has in mind.

You should always keep in mind when you write a CV or a resume that you are selling yourself. You are the product and you should package yourself so well that the person who reads it should not be able to let you go.

How do you do that? Easy, by highlighting your achievement and fit for the job. This is why it is very important that you customize your resume for each job you are applying for.

You need to put in the standard matters such as name, address, date of birth, schooling (and be sure you add here if you hold rank in your class), technical training, experience in other job (mention responsibilities and wages - if these are impressive), and your hobbies.

The above is a standard format and be sure that the person you are applying to will get scores of them. Why should he stop at your resume and why should he choose you.

Because you will give that extra he is looking for. In order to know what is the 'extra' that he could look for, do your research in the job advertised.

Learn what the type of a person is your prospective employer; learn about what others have to say about the job requirement. Your resume should highlight what he wants to see, what he seeks in a candidate. This is why it is important to customize your resume to the job you are applying.

The style of a resume for teens should be neat and simple. Try to have it typed, but if you cannot type it, write it neatly on good paper and do not make any cuts or corrections on it.

Check carefully for spelling mistakes and correct language. You may speak imperfect English, but when you write it, it should be correct in all respects.

How to Write a Resume

Do not forget to add two references in your CV. References are great boosters in a resume for teens, as they can vouch for you and sometimes this is so much necessary. When you put the names of the references down in your resume, ensure two critical points:

1. The people whom you name in your resume know that you have used their names as references - otherwise they may be startled when they are asked about you and not answer properly
2. The people whom you use as reference really appreciate you and your work - it would be total murder if they actually do not think too much of you and someone asked them their opinion about you

Last but not the least, unless you are exceptionally good in what you want to take up, do not bargain on the wages. Take the job, do a fantastic job while you are at it, 9 out of 10 the employer will offer you a raise within the first two weeks of employment.

Adapted from:

<http://www.cvtips.com/career-choice/help-for-teenagers-when-writing-a-resume.html>

How to Write a Resume

Seven First-Time Resume Concerns

When you're a college student or recent grad and trying to write a resume, especially your first one, you'll face questions you typically won't find addressed in the current blizzard of resume books. That doesn't mean your questions aren't valid; it simply means the resume experts often overlook them, because they generally target mid-career audiences.

I've seen many versions of the following resume-related questions. It's time for some answers.

1. Should My Resume Be One Page or Two?

If you read enough books or talk to enough people who "know" about resumes, you'll come across a rule about [resume length](#) stating your resume should be only one page long. It's time to let this myth go, along with the resume handcuffing it spawns.

It's great if you can do this. But if you end up leaving out so much good material that you destroy your interview chances, what good have you done?

Remember: A human will read your resume. Some readers demand your resume be one page. Others will read a two-pager without hesitation. You don't know who's who, but the point still remains -- a one-page rule simply doesn't exist.

2. Should the Education Section Go First or Last?

In most cases, it makes sense to put the [Education section](#) at the beginning of your resume, since you're a college student or recent grad.

But if you've got a lot of great internship, co-op or work experience closely related to your chosen field, position your Experience section ahead of Education.

Here's another resume area where there's no rule: Put it where it makes the most sense for you and your particular skills and experiences.

3. Should I Include My GPA on My Resume?

Yes -- if it's above a 3.0 (on a 4.0 scale). If not, try to make it look better by highlighting your major GPA instead of your cumulative one or calculating your GPA for the last three or four semesters, for example.

4. Should I List My School Address, Permanent Address or Both?

If in doubt, list both -- as long as you can actually be reached at both. If not, use the address where an employer will actually be able to reach you for the next few months.

How to Write a Resume

5. What Can I Put on My Resume If I Don't Have Much Experience?

For starters, don't overlook or ignore the skills you've gained from jobs you've taken simply to get through school. You've also gained valuable experience from:

Your foreign-language study.

Alternative learning experiences, like studying abroad or conducting research.

Your computer and Internet use.

6. Should My Resume Include Only Paid Experience?

Employers are interested in your skills, not whether or not you've been paid to learn them. So don't hesitate to highlight nonpaying work and [volunteer experiences](#) if they've given you bragging rights.

7. Should I Include Precollege Information on My Resume?

Generally, no -- employers aren't likely to care about it much. There are exceptions, of course. Suppose you won a national award in high school, or you accomplished something extraordinary. Then you should highlight it, especially if it's connected to your chosen field.

Remember: Resume writing is much more art than science, so just as you would with an art project, express yourself the way that works best for you and the information you're trying to portray.

Adapted from:

<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/seven-first-time-resume-concerns/article.aspx>

How to Write a Resume

How to Address Your Background

According to the [US Department of Justice](#), more than 64 million criminal-history records are on file at state repositories nationwide. The Bureau of Justice Statistics reports that the number of prison releases is growing, with more than 500,000 ex-offenders rejoining the community each year.

Individuals with criminal histories face numerous obstacles when seeking employment, so it's important they make the one document that can open doors -- the resume -- as effective as possible. Follow these tips to ensure your resume is ready to go:

Don't Reference Your Criminal Background

The purpose of a resume is to help you secure a job interview. For your resume to work, it must highlight your top qualifications for the position and demonstrate that you would be an excellent employee. While it's important to be honest on your resume, revealing information about a criminal background is best handled in a face-to-face interview.

Many states prohibit employers from asking about an arrest record but allow them to inquire about past convictions. (Check with your state's attorney general's office to determine what employers can and cannot ask you.)

If the employer asks a legal question regarding your criminal history, briefly explain what happened, but keep it positive and don't dwell on the past. Explain that you have learned from your mistakes and are currently interested in making a positive contribution to the employer's operation.

When completing job applications that ask about your conviction record, you must be honest. Select "yes" when asked if you have been arrested, and in the section that asks you to provide the details, write something like "will explain in interview."

Highlight Related Training/Work Experience

If your criminal background includes prison time and you took advantage of training or work opportunities during that time, you may include these experiences on your resume.

Write the name of the facility and your title (e.g., "Arthur Green Correctional Facility, Commissary Clerk") in your resume's [Work Experience section](#). Treat this position as any other position and write about key skills you developed and any positive contributions you made. If you completed further education while in prison, write the name of the sponsoring institution along with the details of your training in your Education section.

Keep in mind that employers are less interested in your early career; prison-related activities from more than 10 years ago can be omitted.

How to Write a Resume

Don't Emphasize Unrelated Experience

If your work or educational experiences from prison are unrelated to your career goal, they should not be featured prominently on your resume. The most effective resumes are targeted to an [objective](#); your related experience and training should be the focus of your resume. You may, however, add an Additional Experience section to your resume and briefly list your prison-related work or training if you need to cover a big time gap.

Use Available Job Search Resources

If you were recently released from prison and are in a work-release program, take advantage of job search services offered by your facility. A placement specialist may be able to help you find employment or offer guidance that will facilitate your search. Many states offer tax credits to employers as incentives to hire ex-offenders.

Adapted from:

<http://www.simplybrilliant solutions.com/resumepower/criminal-record-resume.html>

How to Write a Resume

Resume Template for Teens

The following resume template lists the information you need to include on your resume when you are a high school student applying for a job. Use the resume template to generate a list of information to include on your resume.

Your Contact Information

The first section of your resume should include information on how the employer can contact you.

First Last Name: _____

Street Address: _____

City, State, Zip: _____

Phone (*Landline or Cell*): _____

Email Address: _____

Education

In the education section of your resume, list the school you attend and any awards or honors (like the National Honor Society) you have earned.

High School: _____

Awards, Honors: _____

Experience

This section of your resume includes your work history. If you have had a job before, list the company you worked for, dates of employment, the positions you held and a bulleted list of responsibilities. If you haven't had a regular job before, it's fine to include positions like baby sitting or pet sitting and any volunteer experiences you might have.

Company #1: _____

City, State: _____

Dates Worked: _____

Job Title: _____

How to Write a Resume

Responsibilities / Achievements: _____

Company #2: _____

City, State: _____

Dates Worked: _____

Job Title: _____

Responsibilities / Achievements: _____

Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

Personal Skills: _____

References available upon request

There is no need to include references on your resume. Rather, have a separate [list of references](#) to give to employers upon request.

Adapted from:

<http://jobsearch.about.com/od/resumetemplates/a/templatehs.htm>