



Job Search Guide by Denise Sparacino

Finding a good job may be a daunting task, but by using this job search guide you are on the way to landing the job of your dreams. Good Luck!

- ◆ **Good Resume** A good resume is a one page advertisement about you. When applying for a job in person, you should always attach a resume to the application. If your resume is too wordy, or not easy to read, most employers will discard it. Make your resume dazzle and stand out. Begin your statements with strong action words and highlight skills with strong descriptive words. Make an employer want to interview you. Make sure you customize your resume for each job; never use one standard resume. If you do not have any or have too little employment experience, make sure you pump up your resume with school achievements such as academic awards, athletic skills, or membership in clubs or activities. Volunteer experience can be included on a resume if needed to offset the lack of employment experience. Make sure you include skills you learned in your program area at TCTC. After high school graduation, impress an employer with your state certificate earned in your TCTC program area. Always check your resume for mistakes.
- ◆ **Job Applications** Print the application in ink. Neatness is important. Try to answer all questions and if a question does not apply, write "not applicable". Check spelling, addresses, and telephone numbers. Bring a handy fact sheet of all the information needed to complete an application when applying in person. Always dress professionally if you are dropping off an application. Employers can use this as a way to weed applicants. Make a good first impression.
- ◆ **References** Make sure you have at least three or four references to use on a job application. These people can vouch for you. Make sure you ask their permission ahead of time, and prep them by providing them a copy of your resume. Good references can include teachers, coaches, co-workers, former employers and school administrative staff. References are not relatives.
- ◆ **Sending a Cover Letter** Sending a cover letter and a resume is a great way to mass search for a job or apply to a newspaper advertisement. Customize each letter to match the employer's needs. Don't tell the employer what the job will do for you, but rather what you can do for the company. Proofread. Many employers will not hire someone with a lot of mistakes on their cover letter. A few days after you mail out the cover letter and resume, make a personal call to request an interview.
- ◆ **Mass Searching for a Job** You can log onto 411.com or Yellow-Book.com to locate addresses and telephone numbers of businesses that you would like to apply. Call the employer first, and get the name of the person who hires in the department you want to work, and address the cover letter and envelope to that person. Do not forget to include a resume with your cover letter.
- ◆ **Newspaper and Websites** Check your local newspaper for help-wanted advertisements and websites like *Monster.com*, *HotJobs.com*, or *CareerBuilder.com* for employment opportunities.
- ◆ **Network** Inform friends, neighbors, teachers, family, former employers and associates that you are looking for a job. Give them your resume. A majority of jobs are never advertised, but filled by word of mouth.
- ◆ **Professional Voicemail, Email and Social Networks** First impressions count. Employers can judge your character by your voicemail, email address or social network accounts (Facebook and/or MySpace). Employers often use the social network sites to do informal background checks. Be professional at all times.
- ◆ **Volunteering** Besides helping you land more scholarships, volunteering can help provide marketable skills. Employers take notice when individuals volunteer time. Volunteering can open doors to potential employers by networking with others and can help to build job experience, especially when your employment history is minimal.
- ◆ **Keep a File** It is important to keep a record of who you applied to and when. If you respond to a newspaper advertisement, clip the ad and mark the date you sent a cover letter and resume. This file will be a great reference tool if needed.
- ◆ **Interview** A good resume, an impressive application or a good word from an current employee might get you an interview, but your interview skills are going to get you the job. An interview is a chance to sell yourself. Make a good impression. Research the company, get some facts about the job - employers love a job candidate that is well informed. Be well groomed - clean hair, clean clothing. Do not dress in the newest trends, but in professional, classic clothing in simple colors. Do not wear flashy jewelry or cologne/perfume. Trim your nails. Look refreshed - get a good nights sleep the night before. **Turn off your cell phone or other electronic devices.** Arrive early and go alone. If your parents or friends drive you to the interview, make arrangements to meet after the interview. Bring: copies of your resume, social security card, work permits, and a typed copy of your references. Keep eye contact. Good eye contact shows that the channel to communication is open. Maintain a pleasant facial expression. Smile. Employers want friendly employees. Sit erect in the chair with hands, feet and arms unfolded. Be polite. Offer the interviewer a professional greeting, thanking them for the interview. Shake hands while looking the person in the eye. Be ready to tell the employer your employment and educational background. Let the interviewer know that you are a hard worker and why you will be a great employee. If you do not have all of the skills necessary for the job, tell the interviewer that you are willing to learn new skills. Be positive. Do not bad mouth anyone. If you had a bad relationship with a former boss, take responsibility for the problems. Employers do not like employees who gossip or spread rumors. Talk, but do not be too talkative. Listen, but do not be too quiet. Be curious, ask questions. Prepare a few questions before the interview. Rehearse the interview. Role play with friends or family members. Practice answering some typical interview questions. If your school attendance is excellent, make sure to let the interviewer know. Employers want employees who do not call off a lot. Never lie. You could be fired later if you falsify information. At the end of the interview, sum up why the interviewer should hire you. Thank the person again for taking their time for the interview, and offer a handshake.
- ◆ **Thank you note** Always send a thank you note after the interview. It will help to distinguish you from other job candidates. Stand out in a positive light. About a week after sending the thank-you note, call and see if a decision has been made yet. Employers like candidates that take initiative. If the employers tell you that you did not get the job, thank them again for the interview opportunity and let them know you would love to be reconsidered again. Good luck!!!

The TCTC media center has books and online resources available to help you in your job search.

Previous Scholarships Available

6. Seven Seventeen Credit Union Scholarship Program Eight scholarships of \$1500 awarded to graduating high school seniors that are members of Seven Seventeen or are a legal dependent of Seven Seventeen member. Four scholarships are available to students attending one of three colleges: University of Akron, Youngstown State University and Kent State University. Four scholarships are available to members of either Seven Seventeen *cha-ching or edge club*. Must have a 3.0 GPA or higher. Applications available in guidance. Apr 1

8. Ohio War Orphans Scholarships Full tuition at public colleges or comparable amounts at private colleges to Ohio residents who are children of deceased or disabled veterans with wartime service (death or disability need not be a result of/or related to military service) For more information: <http://regents.ohio.gov/>

9. Ohio Bureau of Vocational Rehabilitation Provides awards for tuition, fees and books to students with a physical or mental impairment which constitutes or results in a substantial impediment to employment. Contact 330-373-1937.

10. AmeriCorps Program that provides educational awards in return for community service. Contact: Corporation for National Service, 1201 New York Ave. NW, Washington, DC 20525. 1-800-942-2677 www.americorps.org

12. College Answer Scholarship Sweepstakes A free scholarship search with a monthly drawing for \$1000. www.collegeanswer.com Parents, enter to win a \$10,000 scholarship at www.collegeanswer.com/parent

13. The Christian Connector Inc, Scholarship Drawing The scholarship recipient must be enrolling for the first time as a full-time student at a Christ-centered Christian college or Bible college within 16 months of being notified by The Christian Connector, Inc. that he/she has won the drawing. \$2500. Apply online at www.christianconnector.com. May also do a Christian college scholarship search with \$150 million in scholarship money available.

31. Imagine America Scholarship Open to TCTC students who are enrolled in sponsored colleges and technical schools. See Ms. Sparacino in guidance for eligibility requirements.

34. Global Automotive Aftermarket Symposium Scholarship Awards available for students pursuing studies as automotive technicians, as well as in sales, distribution, marketing, engineering and manufacturing. When students complete a GAAS application at www.automotivescholarships.com, the Symposium's affiliation with other industry groups puts students in consideration for nearly ten different scholarships. Mar 31

35. Schwallie Family Scholarship The organization for Autism Research will award \$3000 to qualified persons with autism or Asperger syndrome. Three categories: four-year undergraduate school, two-year undergraduate school, and trade, technical or vocational school. Apply at www.researchautism.org/news/otherevents/scholarship.asp Apr 30

Exceptional Nurse Scholarship Several scholarships for nursing students with disabilities; most awards are for \$500. Applicants must be students with a documented disability who have applied to or already been admitted to a college program on a full-time basis. Apply at www.exceptionalnurse.com Jun 1

37. Latino College Dollars: Scholarships for America's Latino Students A booklet on scholarships for America's Latino students is available online at www.latinocollegedollars.org

43. Science, Technology, Engineering, and Mathematics (STEM) Check with the financial aid department of your college choice to see if they award grants or scholarships to students majoring in a science, technology, engineering or mathematics degrees. Most schools award money to students majoring in these degrees. You will probably need to apply by a separate application. Make sure you do not miss the deadline for application.

45. Gen and Kelly Tanabe Scholarship Applicants must be 9-12th grade high school student, and must attend a US college. Must complete an essay. \$1000. Apply online at <http://www.gkscholarship.com/> Jul 31

46. The Ohio Association of Career Colleges and Schools Scholarships More than 275 scholarships available for students attending 27 Ohio career college or school including three local schools (Trumbull Business College, ITT Technical Institute, ETI Technical College). Students must have a "C" or better to apply,

must be nominated by a current member of the Ohio Legislature, and must start school in the fall 2010. Applications available in guidance. Apr 1

47. Richard T. Naples, Sr. Education Foundation Inc. Scholarship Available to all graduating seniors in Trumbull, Mahoning and Stark Counties. 25 awards of \$800 each for students attending colleges, universities, institutes for fine and performing arts and trade, and vocational school. Must have a 2.5 GPA or higher. Applications available in guidance. Mar 31

48. TCTC General Scholarship Open to TCTC seniors who plan on attending college or technical school next year. Scholarship type and amount varies, but special scholarship available for AJROTC students and Auto Service students. Must have a 2.0 or higher GPA. Applications available in TCTC guidance. Must attach an acceptance letter from the college or technical school you plan to attend to the application, along with transcripts. Seniors must donate blood to be eligible for the Red Cross scholarship, but not for the other scholarships. Teacher recommendation required - form provided. Mar 26

49. Trumbull County General Scholarship Students can apply to six different scholarships by completing one application— available in guidance. **Loren Hunter** for Warren City seniors only. **Marie Ohl** several scholarships are available. Financial need is a factor. \$1000, non-renewable. **Rotary Club of Warren** Two \$1000 scholarships. Applicants must have a verified learning disability or physical disability and show financial need. May be renewed. **Stanley L. and Grace A. Woofter** Two \$1500 scholarships; may be renewable. Applicants must have a verified learning or physical disability, demonstrated scholarship, achievement, participation in activities and financial need. **Trumbull County** Eight to ten non-renewable scholarships, amount varies. Preference will be given to deserving students of the Trumbull County Children's Services first, and then to students demonstrating scholarship and participation in activities. **First Place Bank of Warren** Must demonstrate a philosophy of superior performance and commitment to school and community involvement. Twenty-three \$2000 scholarships awarded. **One \$1500 scholarship to a TCTC student.** Must have a 3.0 GPA. After meeting the minimum GPA, all applicants will be evaluated based on their participation in school and community activities. **The application requires a high school transcript and other documents attached; therefore, you need to see your TCTC counselor at least a week before the deadline.** Mar 19

50. Trumbull County Wolves Scholarship Must be a high school senior attending school in Trumbull County and must display financial need. Applicants must display academic proficiency and the ability to successfully perform college work. Amount and number of scholarship varies. Applications available in TCTC guidance. Mar 19

51. Trumbull County ACIM/Wolves Scholarship Open to Italian American high school seniors attending school in Trumbull County. Must have a 2.5 GPA. Applications available in TCTC guidance. Mar 19

53. Ohio Newspapers Foundation 2010 Minority Scholarship Must be a graduating senior at an Ohio high school and attending an Ohio college or university in the fall. Must have a 2.5 GPA or higher. Applicants must be African American, Hispanic, Asian American or American Indian. Must provide an autobiography of 750– 1000 words. One \$1500 scholarship will be awarded. Applications available in guidance. Mar 31

54. TCTCEA Senior Scholarship Available to TCTC seniors only. Applications available in guidance. Deadline: Mar 26

55. Scholar Athlete Milk Mustache of the Year (SAMMY) 2009 Award The Sammy award program recognizes outstanding scholar athletes in grade 12 from high schools throughout the USA. 25 winners will receive a \$7500 scholarship, an invitation for winners, parents and/or guardians to attend a weekend in June at the Disney World Complex in Orlando, Florida and an opportunity to be pictured in a special congratulatory Milk Mustache ad. Applications available online at bodybymilk.com until Mar 5

56. Kent College Tech Prep Consortium Business and Industry Scholarship Must be a senior tech prep student attending TCTC with a minimum 2.75 GPA. An official high school transcript must be provided which reflects courses approved by the home district that count toward the cumulative 7 semester GPA. One scholarship will be awarded per program provided eligible applications are received and student participated in bowl-a-thon fundraiser. Applications available in guidance. Apr 9

59. AEMP Foundation Scholarship \$500 per semester for four semesters available to students who have 2.0 GPA throughout high school and who plans on attending a college or vocational program that offers diesel technology. Applications available in guidance, see Ms. Sparacino May 1

60. The Bentley Trust Scholarship Residents of Trumbull County whose family circumstances are such that they cannot afford to attend college, technical or trade school without assistance are eligible. Considerable weight will be given to estimates of potential success in a chosen field rather than to GPA or class rank. Preference given first to orphans, next to students from foster homes, then to broken homes, then to needy students. Scholarships up to \$3000, and generally renewable for three years. Applications available in guidance. Mar 31

61. The Goodrick Family Foundation Scholarship Two \$1000 scholarships available to seniors who plan on attending a college or university majoring in music or medicine (including veterinary medicine). Applicants must be graduating from a Mercer County Pennsylvania or Trumbull County Ohio. Consideration will be given to leadership/service, character/integrity, school activities, noteworthy achievements, awards and recognition, work history, special talents, community and personal activities, financial need, GPA, ACT/SAT scores, and class rank. Applications available in guidance. Apr 15

62. Edward J. DeBartolo Memorial Scholarship Rewards high school seniors for their hard work, community and high school involvement. Amount and number of scholarship varies. Last year's awards were \$6,000 each to eight area students. Applications available in TCTC guidance. Apr 16

63. New Castle School of Trades Scholarship Program Seniors can compete for scholarship money on NCST scholarship day on March 6. Students must register before March 2 to be eligible to compete. Call 1-800-837-8299 to register.

64. The Trumbull New Theatre (TNT) Scholarship Students must have shown an interest in community theatre. To qualify a student must have a member of their family who is an active member at TNT, must complete at least 20 hours of volunteer service to TNT and must submit an essay. Applications available in guidance. Apr 1

67. Minority Journalism Scholarship The Ohio Newspapers Foundation is offering a \$1500 scholarship to a minority, Ohio high school senior who plans to pursue a newspaper journalism career at an Ohio college or university during the 2009-2010 year. Must have a 2.5 GPA; must be African American, Hispanic, Asian American or American Indian. Applications available online at www.ohionews.org. Mar 31

68. American Chemical Society (ACS) Scholars Program The American Chemical Society awards renewable scholarships to underrepresented minority students who want to enter the fields of chemistry or chemistry-related fields. Awards of up to \$5,000 are given to qualified applicants based on academic standing, financial need, career objective, leadership skills, and involvement in school activities and community service. Apply on-line at www.acs.org/scholars Mar 1

69. CHS Foundation High School Scholarship Must be a high school senior and plan on pursuing an agricultural-related degree from a two or four-year college. 50 scholarships available for \$1000 each. Apply online at www.chsfoundation.org Apr 1

70. Highway Worker Memorial Scholarship Provides financial assistance to the children of highway workers killed or permanently disabled on the job. Must have a 2.5 GPA. Application available online at <http://www.artba.org/article/foundation-accepting-applications-for-2010-highway-worker-memorial-scholarship/> Mar 19

New Scholarships Available

71. The ATHENA Scholarship The ATHENA Award Program honors exceptional professional women for their career successes, service and leadership to the community and their empowerment of other professional women through active mentorship. Applicants must be either a high school senior planning to attend—or already enrolled at—Youngstown State University or Kent State University's Regional Campuses (E. Liverpool, Salem or Trumbull) or a student currently enrolled full- or part-time at Youngstown State University or Kent

State University's Regional Campuses (E. Liverpool, Salem or Trumbull). Applications available in guidance. Apr 1

72. Lordstown Garden Guild Scholarship for any Trumbull County student who will study horticulture or landscape design. Applications available in guidance. Apr 20

73. Great Clips Students can earn \$250 scholarship for students interested in pursuing a career in cosmetology after graduation from high school. Students currently enrolled in cosmetology can qualify for a \$203 award of a New Stylist Great Kit. Applications available in guidance. Apr 30

74. Rayne Brubaker Scholarship A \$250 scholarship is available to a student who plans to pursue a degree in horticulture, agricultural, or environmental science. Minimum GPA of 2.5. Applications available in guidance. Apr 23

75. Lydia Parti Hamilton Scholarship \$500-\$1500 available to Trumbull County seniors who demonstrate interest in a nursing career. Must have a minimum of 3.0 GPA. Applications available in guidance. Apr 15

76. AVERMEDIA Technologies Scholarship Awarded to a 2010 graduating high school senior entering an accredited four-year college. \$1250, renewable. Essay. Apply online at www.avermedia-usa.com/presentation/scholarship.asp Mar 26

77. Balanced Man Scholarship Available for incoming male students who embody the principles of the Balanced Man, a focus on the ideals of a Sound Mind and Body, where academics and physical health work hand-in-hand to enhance an individual's development. \$12,000 are available for students attending full-time at five schools, with 5 different deadlines: Bowling Green State University (May 31), University of Cincinnati (July 1), Miami University (September 25), The Ohio State University (June 1) and University of Toledo (April 21). Applications see Ms. Sparacino or do online at www.sigepbms.com

78. Trumbull County Chapter of the A. Philip Randolph Institute Scholarship Must submit an application submitted along with 600 word essay. Minimum awards of \$1000 each. Applications available in guidance. Apr 3

79. Trumbull County Farm Bureau 2010 Youth Scholarship Awards \$1000. Applicant's immediate family must be a current Farm Bureau member, and must be a Trumbull County resident. Applicant must prove full-time student status and enrollment in a two or four year college. Applications available in guidance. Jun 1

80. Founces M. Luley Music Scholarship The estate of Miss Founces M. Luley provides music scholarship funds for graduates of Warren G. Harding, but in the event that WGH students do not use all of the funds, scholarships will be provided to worthy graduates of other high schools in Trumbull County. Applicants must rank in the upper 1/3 of their class and have a 2.8 or higher GPA. Auditions are May 15. Applications available in guidance. Apr 16

81. GUILDSCHOLAR The Guild offers an annual scholarship program for college-bound high school students who are legally blind. Applications will be accepted from students at the beginning of their senior year, with recipients selected and scholarships awarded later in the senior year. 12-16 scholarships of up to \$15,000. To apply online at www.jgb.org/guildscholar.asp Sep 15

Hard Hatted Women Teams up with AmeriCorps this Summer

Four positions available this summer through Hard Hatted Women and the YMCA:

- *Summer Camp Counselor*
- *Building Green/Retrofit Consultant*
- *Program /Planning Consultant*
- *Community Outreach Coordinator*

Benefits

Summer Associates receive a modest living allowance up to \$860 per month. Associates also receive an end-of-service benefit of either a \$1000 education reward or a \$200 cash stipend. All positions are full-time.



330-847-0503

or

1-866-737-6925 (toll free)

Mrs. Cindy Goff, Secretary
Phone Extension 1005

Counselors:

Ms. Maria Len

Phone Extension 1007

Home Schools:

Brookfield
Girard
Hubbard
Liberty
McDonald
Mineral Ridge
Warren (A-L)

Ms. Tina Hentosh

Phone Extension 1006

Home Schools:

Champion
LaBrae
Lordstown
Newton Falls
Niles
Southington

Ms. Denise Sparacino

Phone Extension 1010

Home Schools:

Badger
Bloomfield
Bristol
Lakeview
Maplewood
Mathews
Warren (M-Z)

www.tctchome.com

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TCTC Important Days

March 27
End of 3rd Nine Weeks

April 10-13
Spring Break

May 25
Memorial Day
No school

June 1st
Last Day for Students

College and Financial Timeline for Seniors

- ☑ By now you should have completed the admission application process, but if you did not apply to your college of choice you need to do so now. Do not forget to send high school transcripts with admissions applications which you will need to order from your **home school** guidance office. Keep records of everything you submit in a file for easy access. Confirm that colleges have received your admission application and all necessary materials needed for admissions.
- ☑ Research scholarship opportunities, write for applications or apply online. Make sure you include all requested materials when submitting the application. Check scholarship opportunities available at colleges you plan on attending. Check the Guidance Newsletters from TCTC and your homeschool for scholarship opportunities. **Check deadlines and procedures for applying.** *Tell your TCTC and home school counselor if you receive a scholarship.*
- ☑ By now you should have completed the FAFSA online at www.fafsa.ed.gov, and any other institutional aid forms for all colleges you applied. If you have been selected for financial aid verification, you need to do so A.S.A.P or you may lose financial aid opportunities. Keep copies of all forms you submit and copies of income tax forms. **Be aware of the deadline dates!** Failure to adhere to deadlines may result in the loss of much needed financial aid.
- ☑ Not sure if you are going to go to college yet? Take the ACT or SAT now just in case. ACT applications are available in guidance. Your college admission process is not complete without ACT or SAT scores. There is only one more time this year available to take the ACT test, if you miss it, you will have to wait for next fall.
- ☑ Review your financial aid award letter from each college you applied to determine which college you will attend. Use the February newsletter to help you navigate this process. Make sure you sign and return the letter by the deadline. You can call the financial aid office if you need additional time.
- ☑ Review all deadlines for tuition, fees, and room and board, and make sure you do not miss deadlines. Respond immediately to all correspondence regarding school or financial aid.
- ☑ Participate in orientation programs for incoming freshman.
- ☑ Continue to work hard all year; do not succumb to senioritis. Grades can affect scholarship eligibility and admissions even after you are accepted. Your final senior transcript will reflect your progress your senior year, so do not miss school!

College and Financial Timeline for Juniors

- ☑ Search the internet for scholarships now. Most outside private scholarships are offered for high school juniors. Check the TCTC Guidance Newsletter for scholarships for those that will allow high school juniors to apply. **Make sure you meet the deadlines.**
- ☑ Begin researching colleges that you are considering attending. Start arranging college visits. Make sure you meet with an admissions and financial aid representative during your college visit. If you cannot visit in person, do a virtual visit online at eCampusTour.com.
- ☑ **Take the ACT and/or the PSAT in your junior year.** Taking the test in your junior year will help you to decide if you need to take additional classes summer/senior year in low test areas. Taking the test now will allow colleges to contact you and provide you with more opportunities to retake. You need the test scores to apply for college next year. If you wait until your senior year, you may miss many college financial aid and institutional opportunities. There is only one more opportunity to take this ACT this year. Applications available in the TCTC guidance office.
- ☑ Start or continue community service involvement. Many college admissions and/or scholarship applications take notice when students succeed academically while being active in clubs, participating in sports and volunteering in the community. Take leadership roles in activities and clubs.
- ☑ Begin developing portfolios, audition tapes, and resume. Keep records or articles of successes.

Occupations in Ohio with the Most Annual Job Openings

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| 1. Retail Salesperson | Attendants | 25. Secretaries, except Legal, Medical & Executive |
| 2. Cashiers | 14. Home Health Aides | 26. Landscaping and Groundskeeping Workers |
| 3. Waiters and Waitresses | 15. Truck Drivers, Heavy & Tractor-Trailer | 27. Bookkeeping, Accounting and Auditing Clerks |
| 4. Comb. Food Prep/Serv. Work, Fast Food | 16. Food Preparation Workers | 28. Receptionists and Information Clerks |
| 5. Laborers/Freight/Stock/Material Movers, Hand | 17. Postsecondary Teachers | 29. Executive Secretaries & Admin. Assistants |
| 6. Registered Nurses | 18. General and Operations Managers | 30. Tellers |
| 7. Janitors/Cleaners/ ex. Maids & Housekeeping | 19. Cooks, Fast Food | |
| 8. Customer Service Reps | 20. Secondary Sch. Teachers, ex. Spec./Voc Ed. | |
| 9. Office Clerks, General | 21. Accountants and Auditors | |
| 10. Stock Clerks and Order Fillers | 22. Child Care Workers | |
| 11. Sales Rep, Wholesale/Mfg, ex. Tech./Sci. Prod | 23. Maintenance and Repair Workers, General | |
| 12. Team Assemblers | 24. Elementary Sch. Teachers, ex. Special Ed. | |
| 13. Nursing Aides, Orderlies and | | |
- Reported in The Ohio Department of Job and Family Services "Occupational Trends: Ohio's Hot Jobs, Job Outlook to 2014"*