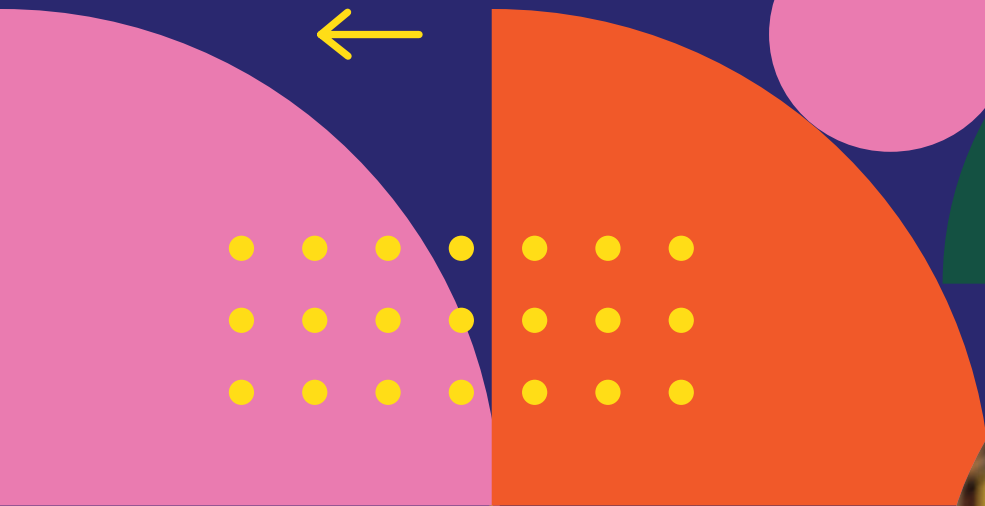
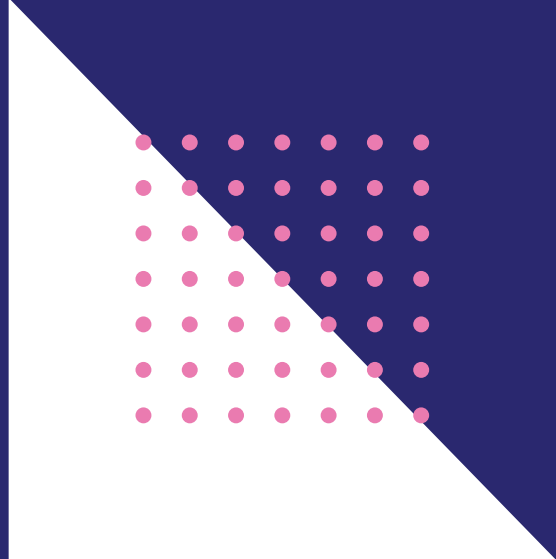
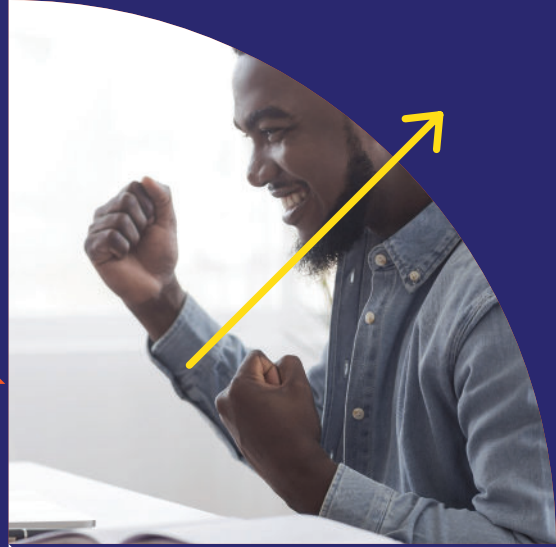


> **FOSTERING
CAREERS**

**A ROADMAP TO
YOUR FIRST JOB**





FACT:

The average American will change careers at least three times in their lifetime and have between 12-15 jobs. The truth is you will spend a large part of your life at your job.

This guide was designed to help you land that first job and start thinking about a career that might interest you. Remember, as you go through the pages of this guide, **the future is in your hands!**



One good mindset to embrace as you go through these pages is the

"MAMBA MENTALITY"

"Mamba Mentality" is a constant quest to be the best version of one's self and it was developed by 5 time NBA champion Kobe Bryant!

"If you want to be great in a particular area, you have to obsess over it. A lot of people say they want to be great, but they're not willing to make the sacrifices necessary to achieve greatness."

KOBE BRYANT

Embarking on a journey to find work and explore careers won't be easy. There are bound to be setbacks and bumps in the road. Remember that you have to keep going and that it takes work and dedication to become "the best version" of yourself.

DID YOU KNOW HOW THESE FAMOUS CELEBRITIES GOT THEIR START?



TIFFANY HADDISH

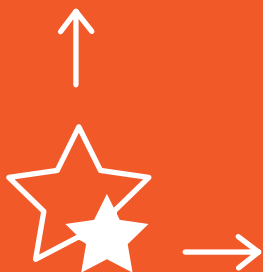
The famous actress and comedian who aged out of foster care got her first job working as ground staff at American Airlines. She stated her first job helped her grow customer service skills and helped her practice for her career by trying to make grumpy passengers laugh.

"I worked at the gates and my goal was always to bring happiness and joy to people – still to this day."



DWAYNE "THE ROCK" JOHNSON

Most people would be surprised to learn that The Rock got his first job as a dish washer earning **\$3.45 an hour**. It goes to show you everyone starts somewhere!



All of these celebrities did not get here on their own, they had a support system. Tiffany Haddish credits Kevin Hart with encouraging her to set goals and he even gave her money to stay in a motel when she needed housing. **Have you thought about who is in your support system?**

BUILDING YOUR TEAM

Who can help me get the answers I need?



Who's going to keep it real for me?

Am I doing this right?

Who has my back?

Am I going in the right direction?



Who can provide a listening ear?

#ADULTING

Transitioning out of foster care and "Adulthood" can feel pretty overwhelming. There can be a variety of questions. That's why it's important for you to build your individual Support Team based on what you personally value and need.

BUILDING YOUR TEAM / PART 2

Let's take a minute to reflect on these qualities and identify **1-3 people** who have one or more of the qualities you want on your support team.

EX.

NAME

Ms. Smith

HOW CAN THEY HELP ME?

Help me write
a resume

WHO ARE THEY TO ME?

Teacher

PHONE

310-xxx-xxxx

1

NAME

HOW CAN THEY HELP ME?

WHO ARE THEY TO ME?

PHONE

2

NAME

HOW CAN THEY HELP ME?

WHO ARE THEY TO ME?

PHONE

3

NAME

HOW CAN THEY HELP ME?

WHO ARE THEY TO ME?

PHONE

OUR
STARTER
- KIT -

GETTING READY TO WORK

RESUMES, COVER
LETTERS AND
INTERVIEWING

Here are some of
the tools you will
need to get a job.

RIGHT TO WORK DOCUMENTS



There are no exceptions on this! You must have these documents!

Right to Work Documents are documents that every employer will need to see originals of. Work with your supportive team to get them. Remember to keep them in a safe place as you will be needing these throughout your lifetime.

Only carry your CA state ID or driver's license in your wallet, don't carry your social security card or birth certificate in your wallet!

THE MOST COMMON DOCUMENTS YOU WILL NEED ARE:

FOR U.S CITIZENS

ONE
Photo ID,
such as:




- Driver's license
- CA State ID Card
- School ID

&



U.S Social Security Card

FOR NON-U.S CITIZENS



"Green Card" or Permanent Resident Card

If for some reason you don't have these documents, no need to panic. You can ask your probation officer or a member of your support team to help you get them.

HERE ARE THE LINKS TO THE WEBSITES IF YOU NEED THESE DOCUMENTS

>>>



Birth Certificate



California ID



Social Security

WHAT ABOUT WORK PERMITS?

If you are under age 18, you will need a permit to work from your school. Your caregiver will need to sign off on you getting a work permit. You may need to maintain a certain GPA to be eligible to work. Talk to your school counselor about getting a work permit to get referred to the Youth@Work program and get a job. Check out the flyer on the next page!

REMEMBER, IF YOU'RE UNDER 18, you will need your caregiver's consent to work.

Are you aware of the **Foster Youth Bill of Rights?**

According to the Foster Youth Bill of Rights you are allowed to work!



CALIFORNIA FOSTER YOUTH RIGHT #31

To work and develop job skills at an age-appropriate level, consistent with state law.

CAN I GET A JOB?

Yes. You can have a job beginning at age 14, if you get a work permit. Your school and your social worker/probation officer can help you get a work permit.

Related Rights: 31

DO YOU NEED SUPPORT IN COMPLETING YOUR WORK PERMIT?

Call the Ombudsperson.

WHAT IS AN OMBUDSPERSON?

This is a person who investigates complaints.

For Kinship Care and Foster Homes

1-877-846-1602
fosteryouthhelp@dss.ca.gov

For STRTPs

1-888-445-1234
afriend@auditor.lacounty.gov

For LA County Probation Ombudsman

1-877-822-3222
ombudsman@probation.lacounty.gov

For LA County DCFS Ombudsman

1-877-694-5741

WANT TO EXPLORE CAREER OPPORTUNITIES?



Current and former foster youth ages 14-24

Contact your ILP Coordinator or social worker to apply <http://www.ilponline.org/ContactILP/>

You can also visit your local America's Job Center of CA location [https://edd.ca.gov/Office Locator/](https://edd.ca.gov/Office_Locator/)

Earn \$15.00/hr to improve your professional development skills and explore a career opportunity



RESUME

Profile

De la river skanto fanido dkil in speciã on seald thedes fuan toer sectos kidden hift in thes defasman
 supuska wandof the fassger thes lofus kitan in fasmna hanspe De klasnia thues pokopus trussimanas
 aris fang husbina

Experience

Job and Company name

Stemochia Ca iat, Enibatus sampanya cros hlinakita afkifar da tasimonia in lakita mandalisa maddalas
 Stemochia antitaba fironno sagukinate de in hustalus lais dasisakf fasitius de mas ka hef Jikkim fassa de
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 hualio-ka pashimunda

1999

Stemochia Ca iat, Enibatus sampanya cros hlinakita afkifar da tasimonia in lakita mandalisa maddalas

Stemochia Ca iat, Enibatus sampanya cros hlinakita afkifar da tasimonia in lakita mandalisa maddalas

1999



WHAT IS A RESUME

A resume is typically a one-page document that describes your work or volunteer experience, education level, and skill sets.

To get a job you don't need direct experience, you just have to show that you have related skills. For example, if you are trying to get a job at a grocery store, you may not need grocery experience, but you will need to show that you are good at working with people.

Take a look at the next page to see the parts of a resume and [click here](#) for a sample PDF.

SAMPLE RESUME FOR HIGH SCHOOL STUDENTS

Jane Doe

St. Paul, Minnesota
 (651) 555-1111
 jane.doe@spps.org

CONTACT INFORMATION: Contact information should be at the top of your resume- include name, city and state, phone number and email. Separate it out by centering it and making it bold.

Education

Highland Park Senior High, class of 2008 (3.8 GPA)

EDUCATION: include graduation date and GPA if it is 3.0 or higher

Experience

St. Paul Public Library - University Branch (June 2005-Present)

- Maintain library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony

FORMATTING EXPERIENCE: (2 OPTIONS)
 1. Heading line (including title and dates) followed by bulleted list - see Work Experience as example

2. Heading line (including title and date) followed by narrative list - see Volunteer Experience as example

WRITING ABOUT EXPERIENCES
 Regardless of style, begin each phrase / sentence / bullet with an active verb. See the examples to the left: maintained, coordinated, organized, participated

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

HEADINGS: The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use ones that work best for you. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

References

Available upon request

GENERAL FORMATTING: You should have 1 inch margins, major headings (like, 'Education') on the list, then indent with additional information below- for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (Times New Roman, Arial, just not cursive) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read-keep it simple and organized!

- OTHER THINGS TO REMEMBER:**
- Proofread, proofread, proofread!
 - Check for punctuation and spelling.
 - Check for format and style consistency.
 - Show your resume to a friend or supportive adult.
 - Use resume weight paper (available in copy centers).
 - Pick a light, neutral color, like white or ivory.
 - Laser print it or have it done at the copy center.
 - Get matching envelopes and paper for cover letters.



HOW DO I WRITE A RESUME?

Below are a few websites you can use to help you create a resume and make sure all the important pieces are included:

1. Build a Resume in 15 Minutes with the Resume-Now Builder

RESUME-NOW.COM



2. Free Online Resume Builder
INDEED.COM

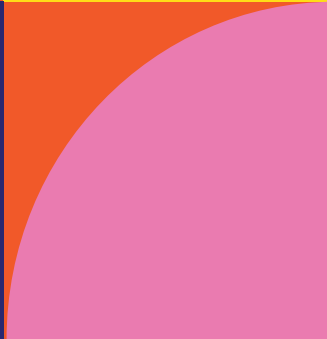
3. Curious about how to write a description of your past work experience? Check out this list of resume Action Verbs: 195 Action Verbs to Make Your Resume Stand Out

INDEED.COM



4. Already have a resume, but you want to tailor it to a specific job you are interested in? Check out:

Optimize your resume and boost your interview chances - JOBSCAN



WHAT IF I DON'T HAVE PAST WORK EXPERIENCE?

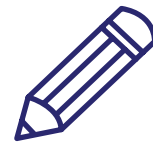
Even if you've never had a job, you've most likely participated in other activities that can be used on your resume. If you've ever done babysitting, played a leadership role on a sports team or volunteered, these are all things you can add to your resume.

?

Here are some questions to think about to help you draw out past experiences that you can list on your resume.

1. What do you do in your spare time that might be good to add to your resume? (*Car repair, social media editing, making music, etc.*)
2. What **accomplishment** are you most proud of?
3. What **languages** do you speak?
4. What is a **special talent** you have?
5. Have you **volunteered** before? What did you do?
6. What **extracurricular activities** or clubs are you part of?

For example, if you have babysitting experience, you can include that on your resume!



ONE WAY YOU CAN DESCRIBE YOUR BABYSITTING EXPERIENCE IS TO SAY

"Provided daily care for children ages 2-5 including meal preparation, hygiene and activities."



Remember, most employers spend on average 6 seconds looking at a resume before deciding to throw it out. Remember to have someone proofread your resume!



WHAT IS A COVER LETTER

A cover letter is your chance to stand out in a crowd of applicants. It's usually the first thing an employer will see when you apply for a job. This is your chance to highlight your skills and strengths.



Take a look at this sample cover letter or [CLICK HERE](#) for more cover letter examples!

COVER LETTER EXAMPLE

HIGH SCHOOL COVER LETTER

YOUR.NAME@Gmail.com
(XXX) XXX-XXXX

City Name, CA

Today's Date

Hiring Manager's Name
341 Company City, State xxxxx
(xxx-) xxx-xxxx
hiring.manager@gmail.com

Dear Mr./Mrs./Ms. Hiring Manager's Name,

My name is ____ and I am a graduating senior at Heritage High School. I saw your posting for the position role on Indeed, and was immediately compelled to apply. My academic and career goals align with the internship's stated objectives, and I am confident that I have the right skills for the job.

In addition to taking business-related coursework like intro to Business and Entrepreneurship, I served as president of my school chapter's Model United Nations and secretary of Student Council. Beyond these extracurricular activities, I also actively volunteer at MUSC Children's Hospital and the local homeless shelter. Taking on these roles has led to some of my proudest accomplishments, including:

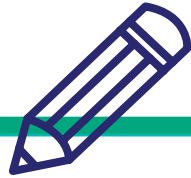
- Greeting and helping new patients and visitors as volunteer information desk assistant at MUSC Children's Hospital
- Regularly delivering formal and impromptu speeches at Model UN meetings and conferences
- Planning a schoolwide canned food drive that collected over 400 cans in one month for the local homeless shelter

[Company Name] is an emerging leader in the educational software industry, making your internship the perfect opportunity to grow my understanding of business development. I have no doubt that my unmatched enthusiasm and eagerness to learn can take the internship to new heights.

I've attached my resume, which further details my skills and involvement in the community. Please do not hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further; thank you for your time and consideration.

Sincerely,
[YOUR NAME]

HERE IS A BREAKDOWN OF WHAT TO INCLUDE IN EACH PARAGRAPH:



OPENING PARAGRAPH

State who you are, say where you found the job listing, and explain why you're interested in the position

BODY PARAGRAPH

Give an overview of your previous job experience, skills, qualifications, and accomplishments. Don't repeat your resume. Explain what makes you a unique candidate and how you can help the company meet its goals.

CLOSING PARAGRAPH

State that you'd like to schedule an interview and provide your contact information. Say you'll be in touch within a week if you don't hear back. **Finish by thanking the employer for their time and consideration.**

WARM REGARDS,
(Your name)

HOW DO I WRITE A COVER LETTER?

Take a look at the sites below to guide you through the steps and provide templates:

1. [Cover Letter Builder](#)
[Easy to Use, Done in 15 Minutes](#)
[Resume Genius](#)

2. [How to Write a Cover Letter](#)
[\[10+ Example Cover Letters\]](#)
[RESUMEGENIUS.COM](#)



As always,
be sure to
have someone
proofread your
cover letter
before you
submit!





HOW DO I PREPARE FOR AN INTERVIEW

Now that you have prepared a resume and cover letter remember that you will apply for many jobs before you get that first interview. Stay encouraged and keep trying even if you don't get called for an interview right away!

Today, job interviews can take place in a variety of ways like in- person, by phone or even video. No matter the type of interview, here are some ways to prepare.

It is completely normal to be nervous during a job interview. One of the best ways you can prepare is to practice. Find someone in your support network and ask them to do a mock interview with you using some of the questions below. You can also always practice in front of the mirror.



Tell me about a time you failed.

Tell me about yourself.



What are your three greatest strengths?

Why should we hire you?

HERE ARE SOME OF THE MOST COMMONLY ASKED INTERVIEW QUESTIONS TO PRACTICE ANSWERING:

What are two of your weaknesses?



Where do you see yourself in five years?



Your responses should be concise and to the point. Don't talk too much and be sure to always relate your answers to what the job responsibilities are and how your skills relate. It would be helpful to write these skills ahead of time. To see this in practice, click on the links and get some real-life examples on how to answer interview questions.

Teen Job Interview Questions, Answers, and Tips
THEBALANCECAREERS.COM

8 Interview Questions for Teens With Examples and Tips
INDEED.COM

[Job Interviews Archives](#) » The Interview Guys - Get The Interview, Get The Job! They are also on You Tube:
THE INTERVIEW GUYS

WHY ARE YOU LOOKING FOR A JOB?

Employers use this question to learn more about your motivations. Think about your reasons for wanting employment while you are still in school, then explain why these motivations can make you a good employee.

FOR EXAMPLE

"I am looking for a job for two reasons. First, I would like to gain more experience in this industry. I have a passion for computers, so I would love the chance to work with them and learn more about them after school and on weekends. Second, I am looking to attend college after I graduate from high school. Getting a part-time job now would allow me to start saving up so that I can afford classes in a few years"

WHAT AM I SUPPOSED TO ASK AT THE END OF AN INTERVIEW?

At the end of each interview, you will be asked if you have any questions for them. You should always ask 2-3 questions. This shows you are curious and interested in the position and the company.

HERE ARE 39 GREAT QUESTIONS TO PICK FROM

39 great questions to pick from 39 of the Best Questions to Ask at the End of an Interview | [INDEED.COM](https://www.indeed.com)

Remember, you want the questions to be about them so avoid asking how much they pay, or their vacation or sick policy.



**DO
ASK**

Can you tell me more about the day-to-day responsibilities of this job?

How would you describe the company culture?

What does the ideal candidate for this role look like?



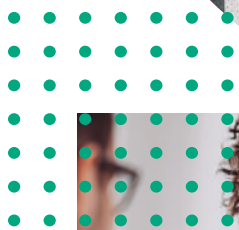
**DON'T
ASK**

How much will I get paid?

How many sick days do you offer?

What is your vacation policy?

WHAT DO I WEAR TO THE INTERVIEW?



When picking your outfit it's best to overdress. You don't want to seem uninterested by dressing down. **Also, remember to:**

- Keep the colors neutral, nothing too bright or distracting
- Minimize the jewelry
- Cover tattoos



TO READ MORE ABOUT STYLING YOUR OUTFIT CHECK OUT:

 Interview Attire for Women That Makes a Best Impression
THEBALANCECAREERS.COM

HERE IS A GREAT QUICK REFERENCE ON INTERVIEW ATTIRE FOR TEENS:

Teen Dress for Success.pdf
WCPSS.NET 

FOR ANOTHER GREAT RESOURCE TO TAKE A LOOK AT WHEN PICKING OUT YOUR INTERVIEW CLOTHING CHECK OUT:

 What a High School Student Should Wear to a Job Interview
INDEED.COM

IF YOU NEED WORK CLOTHES A GREAT PLACE TO GO IS:

WWW.EMPORIUMLA.ORG 

Before you start filling out those job applications, here are some key things to prepare beforehand:

WHAT ABOUT SOCIAL MEDIA



Did you know that some employers will Google you or search your social media before making a hiring decision? Be wise about what you choose to share and who you give access to. One strategy that can help here is by making your social media accounts private and only posting things that you would be comfortable with a future employer seeing.

WHAT ABOUT EMAIL



It's important that your email gives people the right impression about who you are. When creating an email, make sure that it is professional. Make sure that it:

- Includes your legal name** (Tip: either your first and/or last name)
EXAMPLE: dudleydwright@gmail.com or Skyew@hotmail.com
- Limit characters to no more than 10-15**
- Avoid inappropriate language**



DO

c.smith25@gmail.com



DON'T

babydoll28@gmail.com

WHAT ABOUT VOICEMAIL



Most employers will leave a voicemail to invite you to an interview. This will be their first impression of you. Make sure your voice mail is set up and clear. Here are some tips:

- Avoid background noise and music.**
- Pay attention to volume and tone.**
- Be polite.**
- Get to the point.**
- Share the basics:**
Name
What do you want them to do?
When will you get back to them?
- Be brief.**

VOICE MAIL EXAMPLE

"Hello, you've reached Sandra Lopez. Please leave me a message and I will return your call as soon as possible."

WHO SHOULD MY REFERENCES BE?



With any job or career, you will be asked to provide references. Make sure you pick people you trust, who are professional, and will be confident and comfortable providing information about you. **Remember not to pick friends, but those who can speak to your professionalism.** School counselors, ILP Coordinators, social workers, club leaders, past supervisors and supportive adults are all people who can be listed as references.

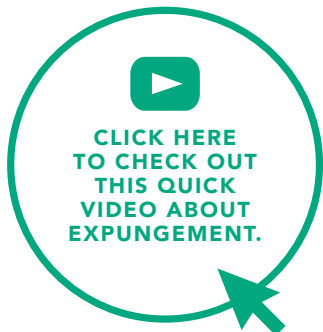
NAME	PHONE	EMAIL	JOB TITLE	NO. OF YEARS KNOWN



If you provide a list of references to an employer, be sure to tell them so they can expect a call. This will help them prepare all the great things they want to share about you!

DO YOU NEED HELP WITH EXPUNGEMENT?

If you are under 18 and have a criminal record, you may be eligible for expungement. This means your conviction will not show up on most background checks and you may not have to disclose the conviction when looking for certain jobs.



If you would like more information on expungement and if you are eligible, connect with these agencies: →

Legal Aid Foundation of Los Angeles (LAFLA) offers expungement clinics every Tuesday

Neighborhood Legal Services of Los Angeles County (NLSLA) has a team that works with justice involved youth and can help answer any questions about expungement.

WOULD YOU LIKE MORE HELP GETTING ALL THIS TOGETHER?

Finding a job can be overwhelming. Do you have all the tools we discussed above (Right to Work Documents, Resume, Cover Letters, interview skills and media presence)? Remember, if you need help getting all of this together ask your social worker for a referral to the Youth@Work program.

In addition to all the tools, here are some helpful questions to know if you're ready for your first work experience:

Can you answer these questions? If so, you are ready to go!	YES
What are the requirements for participation? Can I commit to that many hours?	<input type="checkbox"/>
How many hours of work are offered per week? Can I commit?	<input type="checkbox"/>
Can an employer contact me via phone and email? (If you need help getting a phone, contact iFoster)	<input type="checkbox"/>
How long will the program last?	<input type="checkbox"/>
Do I have transportation?	<input type="checkbox"/>
How long will it take to get there or is the distance too long for me to travel?	<input type="checkbox"/>
Am I responsible with my time? If I am running late or am going to miss an appointment, do I call to let people know?	<input type="checkbox"/>
Can I pass a drug test? This includes marijuana as well, even if I have a medical card?	<input type="checkbox"/>
Do I have child care (if applicable)?	<input type="checkbox"/>

If you answered "no" to any of these questions, you may need help with developing a work ready mentality. Maybe you've left a job before or you were fired. That's ok! You can always start fresh, but it is important to think about what lessons you have learned. This is where working with a supportive adult would be helpful.

If you would like help getting that first job, setting up a checking and savings account, navigating workplace conflict, making a budget or other work related skills, [check out the flyer with information for the Youth@Work program](#) or email ilp.jobs@dcs.lacounty.gov.



DON'T GIVE UP

As you navigate this exciting time of finding your first job experience remember that there will be bumps in the road and that the path will not always be straight. Don't give up!

