



Personal Finance: Get a Job

Your assignment is to find a job so that you can begin earning money. This job must be one that you can demonstrate you possess all of the minimum qualifications for. For purposes of this assignment, you can assume that you are at least 18 years of age and have a High School diploma. You will fill out the application and submit it to your instructor. At that time we will schedule an interview with you and determine if you are hired. Good luck.

Hints for completion:

- There are many methods through which you can find job openings. Newspaper classifieds, internet sites such as Monster.com or HotJobs.com, even just walking into local retailers and asking for applications.
- When looking for jobs, submitting applications, or interviewing, it is always better to dress professionally. Business attire based on local custom is recommended.
- Talking to, or meeting with, the manager either when you request, or when you turn in the application, is a plus.
- Online applications should always be followed up with a phone call to the manager of the place to where you are applying.
- The more jobs you apply to the more likely you will find one ready to hire you.
- Don't get fired. You generally will work at a specific company only once, so don't ruin the opportunity you have been given.

Evaluation: You will not receive an immediate payment from this project. But, if you do not get a job you will not earn an income; you will fail this class. So don't wait to get started, do it tonight.

After submitting your job application to your instructor, you will be interviewed for the job and then either offered a job or will be instructed on what you must do differently to get a job.