

Chapter 6

Preparing for your Career

Activity 6.1 Planning a Job Search

Directions

Use the steps below to plan a job search. Answer the questions with descriptions of the actions or planning needed to complete the job search tasks.

Step 1

Type of setting—Where do you see yourself best fitting in? Examples could include a fast-paced quick service restaurant or a food truck that offers variety in environments.

Teacher Note:

Refer to Section 6.1 Searching and Applying for Jobs in *the Foundations of Restaurant Management and Culinary Arts, Third Edition* student textbook to provide a writing prompt for students. Additional online research may assist students in completing this assignment. This activity directs students to form strategic plans to reach goals. The open-ended activity can include a variety of additional activities, like preparing a portfolio, conducting online research, and following the steps with actions or written plans with proposed actions. It also can be customized to fit the needs of your students and your classroom.

Step 4

Pay—What is your expectation for hourly rate? Be realistic, of course!

Step 5

Schedule/hours—Look closely at your schedule and the demands of your personal life. How many hours each week can you work and still do well at school? Are there any days (including weekends) that you cannot work? Don't forget any other activities that are important to you, such as sports, and other commitments. Be realistic about what days and hours you can work, to help maintain employment. Finding a job that exactly matches all your wants and needs is unlikely. But considering all the above factors will get you closer to a good job fit for you.

Step 6

Identify the search methods you will use to explore employment opportunities. Examples include online job searches, job sites, social media job fairs, networking, job boards, agencies, youth work studies, internships, employer and recruiter visits to your school, and apprenticeships.

Step 7

Choose the job openings that you want to pursue. Create a list of the employers' addresses and contact information.

Activity 6.2 Building Your First Résumé

Directions

Use the following template and instructions as a guide to build a basic résumé.

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[LinkedIn Profile (if applicable)]

Objective

[Discuss the job for which the résumé is being reviewed. Do not forget to customize the objective as necessary for specific positions.]

Education

[Your High School Name], [City, State]

High School Diploma (Expected Graduation: [Month, Year])

[You might want to include a brief summary of relevant coursework, awards, honors, etc.]

Culinary Training

ProStart Program [Year Started] – [Year Completed]

- [Currently participating in *or* Completed] comprehensive two-year culinary arts and restaurant management program.
- Gained practical experience in [food preparation, kitchen safety, sanitation, etc.]
- Developed skills in [menu planning, cost control, and customer service].
- Participated in [state-level culinary competitions, national-level culinary competitions, etc.].

Work Experience [List all]

[Restaurant/Catering Business Name], [City, State]

[Job Title] From [Month, Year] – To [Month, Year]

- [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]
- [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

[Restaurant/Catering Business Name], [City, State]

[Job Title] [From Month, Year] – [To Month, Year]

- [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]
- [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.]

Skills [Add additional Skills if applicable]

- [Skills such as culinary, management, service, health and safety, technology, etc.]
- [Additional Skills]

Certifications

- [Certifications such as ServSafe Food Handler Certification, ProStart National Certificate of Achievement, etc.]

Awards and Achievements

- [Award Name e.g., First Place in State ProStart Culinary Competition]
- [Scholarship Name if applicable]
- [Other relevant achievements]

Extracurricular Activities

- [Clubs such as Culinary Club, [Your High School Name] Member (Month, Year – Month, Year)]
- [Activities related to clubs]
- [Community Service, (Organization Name) Volunteer (Month, Year – Month, Year)]
- [Activities related to community service]

References & Portfolio

[1st Reference]

[2nd Reference]

Additional references available upon request.

Additional Information

- [Languages spoken, hobbies, etc.]

Teacher Note:

This activity provides an opportunity for students to work out the details in a working draft format before typing their formal résumé. It provides a credible link to the workforce and career development. By reviewing the drafts before students type their final version, students will understand how practice and performance relate to the learning objective and career development overall.

A résumé is a written summary of experience, skills, and achievements that relate to the job being sought. A résumé is not a life story, but rather a sales brochure that tells an employer why the applicant is the best person to hire for the job. When looking at a résumé, ask, “If I were the employer, would I hire this person?” When sending a résumé to a potential employer, send a cover letter with it. A cover letter is a brief letter in which an applicant introduces themselves to an employer. You can review free templates for résumés and cover letters online and within word processing programs. The example shown here is based on the form in Section 6.1 Searching and Applying for Jobs in the *Foundations of Restaurant Management and Culinary Arts, Third Edition* student textbook.