

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.]