

Employability

As a part of employability instruction at the LISD TECH Center, each student is required to complete an on-line application, resume, cover letter, and thank-you letter. In order for you to be prepared for this unit, there is some information you will need to gather ahead of time for the process to be completed smoothly and efficiently.

Personal

- **Name**
- **Address (street, city, state, zip code)**
- **Phone (home and cell, including area code)**
- **Appropriate email address (sexymomma@yahoo.com can't be used)**

Education

- **Names of high schools attended, including the LISD TECH Center**
- **Addresses of high schools attended**
- **Dates you attended these schools**
- **Pending date of graduation**

Work Experience

- **Company or business names**
- **City & State of Business**
- **Names of supervisors**
- **Dates of employment (from – to)**
- **Duties/responsibilities/job titles**
- **On-the job training (OJT), job-shadowing, or cadet teaching experiences would fit in this category or under volunteer experience**

Volunteer Experiences

- **Names of organizations**
- **Dates of service**
- **Location of activity**
- **Duties**

Awards –Names of awards, dates received

Certifications – List any certifications or licenses held and dates received

Extracurricular-Sports, student organizations, clubs (name of activity, dates or year in school)

References (Must have three) - These individuals cannot be your peers, but should be adults who would say something positive about you to a perspective employer. You will need to include their name, title, organization name, phone number, and email (either their home or business address and phone number is acceptable). Whenever you are actually submitting an application or resume, it is advisable to contact your references first for permission.

Some applications ask you to describe yourself or what you have to offer the employer. Be thinking of your strengths and the experiences you have and be prepared to list them utilizing action verbs and descriptive words to communicate your personality traits and employability skills.