

# **My Job Search**

Mr. Lavendel

Mt. Eden High School  
Computer Applications I; Period X  
12-12-12

## **My Goals**

### **WHY DO I NEED A JOB?**

Well first of all I would have to say that I do need to earn some money for my expenses, I have a budget plan and want to stick to it. Mostly I want to grow and have the experience of working in a dedicated way and learn new things and be a better person. I think being responsible and working can be fulfilling and full of growth.

### **WHAT KIND OF WORK WOULD I LIKE TO DO?**

I like working with people, so I am looking for work that has that as a large component. But, also I am really good with technology and making things with my own hands. I always make sure that the things that I do are artistic and done as well as that can be. I saw how it is to do things like that in school and am ready to use my skills and talents on the job.

### **HOW MUCH MONEY DO I NEED TO MAKE?**

This is my first job, I am still in school, and don't have to completely support myself I am happy to work at the minimum wage of \$8 an hour. I need to cover my outside expenses, my car, pocket money, college fund and the stuff like that.

## **Elevator Pitch**

### **WHAT TYPES OF THINGS YOU LIKE TO DO?**

Hi my name is Larry Lavendel, I am a student at Mt. Eden High School. I really like my computer and art classes. I also like, and do well in my history, science and math classes. But I really enjoy using my creativity to make things on the computer, with art, movies and writing. Mostly I like being with people and doing things in groups: helping people with their projects and to solve problems.

### **WHY YOU LIKE TO DO THEM?**

I like working with people, so I am looking for work that has that as a large component. But, also I am really good with technology and

making things with my own hands. I saw how it is to do things like that in school and am ready to use my skills and talents on the job.

#### **HOW YOU CAN ADD TO VALUE TO AN ORGANIZATION?**

I am a very collaborative worker, I like working in teams and building community. On the other hand, I am self motivated and bring a lot of artistic and creative energy and productivity to any situation that I am involved with. I think that I have a unique talent to understand how to make technology understandable and useful to average people.

#### **RÉSUMÉ**

# Mr. Lavendel

123 Tyrone Ave.  
Santa Cruz, CA. 95064  
llavendel@husd.us  
831•777•9999

## OBJECTIVE

A weekend part time position in a sushi restaurant, where I can expand my cooking skills by learning the art of sushi making, and presentation.

## SKILLS

- Prep-chef and cutting skills.
- Pastry and RAW cooking.
- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet Research
- Illustration and Graphics in Adobe Suite.

## EXPERIENCE

Senior Sandwich Artist, Subway Restaurant, Hayward CA; 2004 to Present

- Sandwich prep and customer service.
- Records and inventory.

Media Teacher, Mt. Eden High School, Hayward CA; 2010 to Present

- Plan and deliver instruction for various computer based programs.
- Evaluation of student performance and records keeping
- Mindfulness.

## EDUCATION

Mt. Eden High School, Hayward CA High

- School Diploma anticipated in May 2016 Junior, GPA 2.41
- ROP in Culinary Arts.
- National Honor Society: Fall 2005, Fall 2006, Spring 2008
- Lawn Bowling Team Honor Roll: 2012, 2013

## INTERESTS

- Community Lawn Bowling League—Most Improved Player 2008 and 2009
- Fiddle and Ukulele
- Urban Community Kitchen—10 hours monthly cooking for the homeless.

## RESEARCH

### THE COMPANY

In 1965, Fred DeLuca wanted to become a medical doctor. To help pay for his education, a family friend suggested he open a submarine sandwich shop. (Doctor's Associates Inc.)

With \$1,000, the friend—Dr. Peter Buck—offered to become Fred's partner. Their first store was opened in Bridgeport, Connecticut in August, 1965. They set a goal of having 32 stores opened in 10 years.

Today, SUBWAY is the world's largest submarine sandwich chain with more than 37,000 locations around the world. (Doctor's Associates Inc.)

The company headquarters is located in Milford, Connecticut, with additional regional and country offices, employing about 1,000 people in total. Worldwide, its franchisees provide more than 300,000 jobs in the communities where they are located.

Their goal is to be ranked the number one Quick Service Restaurant (QSR) worldwide.

**B.M.T** stands for Biggest, Meatiest, and Tastiest. In the early days of SUBWAY restaurants, it was a promotion that was based on the Brooklyn Manhattan Transit system in New York City that went along with the subway theme.

SUBWAY is involved with civic, educational, and charitable organizations such as the United Way, March of Dimes, Habitat for Humanity, and Junior Achievement. They also partner with the American Heart Association and the American Red Cross on initiatives such as sodium reduction. They are involved with schools, religious and community organizations.

### THE JOB

*Exhibits a cheerful and helpful manner while greeting guests and preparing their orders.*

I enjoy working with people and serving them, I have a light pleasant personality that puts people at ease and they trust me to do my work well and quickly.

*Ability to understand and implement written and verbal instruction.*

Throughout my schooling I have had to do this, my 2.35 GPA proves that I can do this.

*Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.*

I am fit and healthy a dancer and on the soccer and football teams at school, I can lift and carry over 30 pounds with little or no effort at all.

## **COVER LETTER**

Mr. Lavendel  
123 Tyrone Ave.  
Santa Cruz, CA. 95064  
llavendel@husd.us  
831•777•9999

January 12, 2014

Hiring Manager  
Subway Store  
14 Southland Mall  
Hayward, CA 94545

Dear Hiring Manager;

My name is Mr. Lavendel and I am a student at Mt. Eden High School. I am applying for the Sandwich Artist position at your store. I feel my qualifications and my skills would prove to be an asset for your organization.

I will graduate from Mt. Eden High School this June 2014. Now, I am looking for a job that will add experience to my developing career. Here are some of my key strengths that I would bring to the position.

I am:

- Exceptional at customer service.
- Meticulous at following directions and procedures
- Clean, organized and disciplined.
- An excellent communicator.
- Very willing and eager to learn new things.
- Great team worker.

Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I can maintain records, perform numerical calculations with accuracy and I need little direction to complete assigned tasks. These are the qualities that make an excellent candidate for this post.

I am responsible for handling and organizing various important activities in my school. I have participated in numerous cultural/community activities. I have a working knowledge of MSWord, MSPowerPoint, MSEXcel and the Internet.

I would appreciate your consideration of my credentials and I look forward to meeting with you to hear more about your store, the requirements of the position, and how my skills would be a good fit.

Thank you in advance for your consideration.

Sincerely,



Mr. Lavendel

## **PREPERATION**

### **QUESTIONS FOR ME**

Tell me about your school and your classes.

Why do you want this job?

Why should I hire you?

### **QUESTIONS TO ASK**

What would a typical day on this job be like?

What kind of opportunities will there be for advancement, training and learning new things in this position?

### **CHALLENGES**

I have to admit that last quarter, in my computer class, I was slacking off. I got distracted playing games and watching YouTube videos on the internet. The end of the quarter snuck up on me and I suddenly woke up and saw how bad my grade was! There seemed to be no time to recover, I felt scared and hopelessly defeated.

I wanted to give up, but, I got up my courage, took a chance and talked to my teacher, Mr. Lavendel, about it. He was impressed that I came to him, was honest about my behavior and seriously wanted to find a way to recover my grade. We mapped out a strategy for it to happen and with a lot of work on weekends, free periods and after school I got enough done to get an A- on my semester grade!



## **NETWORKING**

### **Network With...**

- Tom Fitzmorris
- Tim Kohler
- Jennifer Una

### **Informational Interview With...**

- Someone who works at Subway now
- A Subway manager in a different store
- Kim Layton

## **THANK YOU LETTER**

Mr. Lavendel  
123 Tyrone Ave.  
Santa Cruz, CA. 95064  
llavendel@husd.us  
831•777•9999

January 25, 2014

Ms. Lacy Jones  
Hiring Manager  
Subway Store  
14 Southland Mall  
Hayward, CA 94545

Dear Ms. Jones;

Thank you for meeting with me on January 24<sup>th</sup> to discuss the Sandwich Artist position at your Subway store.

After learning more about the position, I am convinced that my background, experience and skills will allow me to do outstanding work for your Subway. I am also aware that I will learn a great deal from being a member of the team there.

During the interview you mentioned that the job might require that I work on Sundays and some Holidays, and I wanted to confirm with you that I am available to work whenever you might need me.

Again thank you for the opportunity to meet with you, for your consideration and I look forward to hearing from you in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lavendel', written in a cursive style.

Mr. Lavendel  
831•777•9999  
llavendel@husd.us