

CONNECTING TO YOUR FUTURE

This newsletter, by the Western Wisconsin Workforce Development Board, Inc., was created to provide career and labor market information to educators and students.

- In this issue
- Summer Jobs
 - Crew to Manager
 - Beyond Babysitting and Lemonade Stands
 - Do's and Don'ts



Special thanks to Courtesy Corporation for sponsoring this newsletter. Courtesy Corporation owns 35 McDonalds in Wisconsin, Minnesota, and Iowa. They currently employ 2,800 people, of those, 1,400 are high school students.

Summer Jobs – They Aren't Just for the Money

Employers are looking for people with employability skills, and your future career may be dependent on whether you have them. How do you develop these skills? Through summer employment!

What are employability skills? Here is a list of some of them: communication (speaking and listening), problem solving, decision making, enthusiasm and motivation, working with others (cooperation), customer service, ability to follow instructions, punctuality, dependability, honesty, grooming, ability to work without supervision, and creative thinking. All of these skills can be learned and developed while you are working during the summer. Watch and learn from your co-workers, managers, and owners.

Another point to remember is that as you work to develop these skills, you will be leaving an impression on your employer. And that employer may also be the reference you need for your future career.

Remember that your summer job is not just for the money; it is laying a foundation for your future.



From Crew to Manager

Courtesy Corporation is one employer that offers future opportunities because they believe in the value of promoting their employees. As stated by them: *The philosophy of promoting new managers from within our organization has been the key to strong and profitable operations for Courtesy Corporation.*

A tremendous number of employees have begun their McDonald's careers as crew people. The career opportunities and job satisfaction at McDonald's are demonstrated by the longevity within their own management team. Take a look at their management career path: Crew – Crew Trainer, Associate Manager, Swing Manager, Second Assistant Manager, First Assistant Manager, General Manager and Area Supervisor.

Facts:

- Courtesy Corporation is the only restaurant organization to receive credit recommendations from the American Council on Education – up to 48 college credits!
- 1,200 of their owner/operators got their start in their restaurants.
- 67,000 managers and assistant managers got their start in McDonald's restaurants.
- 2,000 of McDonald's U.S. corporate employees got their start in their restaurants.
- McDonald's offers McScholars which is a \$4,000 tuition match to all employees!

Bet You Didn't Know

Jay Leno, Macy Gray, Sharon Stone, CEO of Amazon.com Jeff Bezos, NASCAR Driver Tony Stewart, Olympic Gold Medalists Carl Lewis and Amy Van Dyken, and Astronaut Leroy Chiao all worked in a McDonald's Restaurant!

The Youth Council, acting under the direction of the Western Wisconsin Workforce Development Board, Inc. (WDB), is working to establish a comprehensive youth development system that provides effective learning environments linking education, employment, leadership development, mentoring, and sustained support for youth to achieve economic self-sufficiency. The WDB is a business-led Board that formulates strategies to address workforce development issues in western Wisconsin. For more information contact Ann Wales, WDB Administrative Coordinator, at (608) 789-5600, Walesa@wwtc.edu, or visit our website at www.wwjobcenter.org.



Hours & Wage Information

Check out The YouthRules website at <http://www.youthrules.dol.gov/teens/default.htm> for information on what hours you can work, what jobs you can work, and how you can help prevent workplace injuries.

Check out <http://dwd.wisconsin.gov/er/> for more information on wages or information on hours and times of the day minors may work in Wisconsin.

Beyond Babysitting and Lemonade Stands

Okay, you're somewhere between having your own neighborhood lemonade stand and working at a real job, so what should a young teen do? The answer: Go into business for yourself!

Before going into a list of ideas for your new business venture, let's go over a few rules you need to follow to ensure some level of success:

- You must be able to promote the business, thus you need to be able to talk with people and sell them something.
- You must be able to set prices above your costs and stick to them.
- You must know one of the most important rules of marketing, you have to satisfy the customer.
- You must avoid serious errors in actions of judgment in running your business.
- You must be prepared to work long hours at establishing your business.

So, what are some ideas for a business beyond a lemonade stand or babysitting? Here goes: cleaning, yard maintenance, car-detailing, pet sitting, PC tutor/Web site development, catering, painting, errand/messenger or delivery service, educational tutoring, online Web business, and freelancing (writing, drawing, photography, etc.).

Running a business can be a great opportunity for you. You can make money, gain valuable experience, and you can use the business on your resume and college applications.

Taken from Quintessential Careers at http://www.quintcareers.com/jobs_for_teens.html.

Job Applications – Dos and Don'ts

A job application is often your first opportunity to wow your potential employer. An application that does not fulfill the requirements of the position, is messy, or incomplete is easily cast aside. Here are some tips to filling out a successful application:

- Have all of the information you will need.
- Complete the application as neatly as possible.
- Be mindful of the position you are applying for and what they are looking for in an applicant.
- If they ask for salary requirements, write down "open" or "negotiable".
- Do not write anything negative about past employers on your application.
- Be honest with all of your answers, but remember this does not mean you need to write everything down.
- Ask people's permission before using them as a reference.
- Finally, proofread your application before turning it in.

Your application is your opportunity to get your foot in the door. Don't make it your opportunity to get the door slammed shut on you. If you would like more tips on applications, contact your local Wisconsin Job Center (<http://www.wvjobcenter.org>).

Coming this September Workforce Development Month

The Western Wisconsin Job Centers and the La Crosse Tribune will be teaming up to highlight careers in transportation, construction, healthcare, manufacturing and computer technology.



This newsletter is formatted and edited by Workforce Connections, Inc. staff.

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