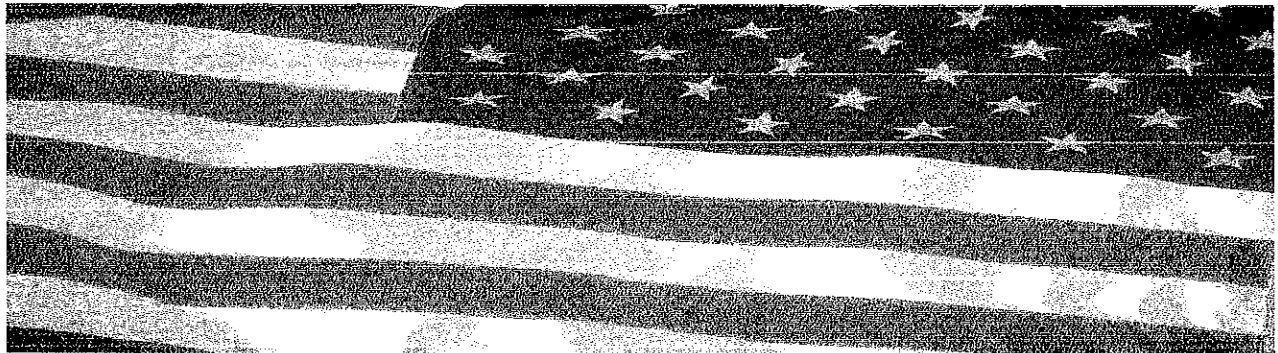


**Community Service Project
Miami Beach High School
Future Business Leaders of America**

Presents

THE JOB IS YOURS



**Miami Beach High School
Future Business Leaders of America
1998-1999
Chapter No. 6152
Miami Beach, Florida**

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PURPOSE OF PROJECT

Building on its tradition to help others, the Miami Beach Senior High Chapter of the Future Business Leaders of America met in early October, 1998 to organize a project that would benefit the community. FBLA members realize that a growing problem in the community, as well as in our school, was the increasing number of teens who lacked proper job skills. To a person entering the work force, getting a job can be very difficult. There are many factors involved in applying for any position, and those with little or no experience usually do not fare well in the job application process and continue on a cycle of unemployment.

To attack this problem, the Miami Beach Future Business Leaders of America members created an informative booklet that answers frequently asked questions about applying and interviewing for a job.

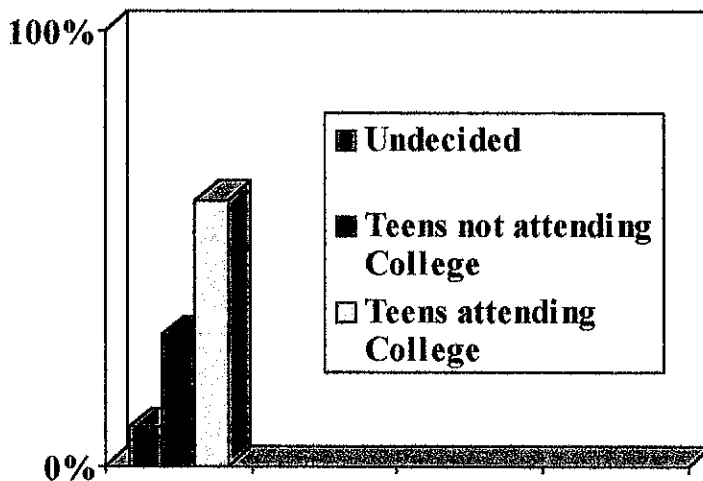
STATEMENT OF PROJECT GOALS

1. To involve students in a worthwhile community service project that will benefit their peers.
2. To provide useful business knowledge to high school students seeking a job about what employers look for in an applicant.
3. To increase vocational skills essential when applying for a job.
4. To facilitate students' transition from school to work.

SERVICE TO THE COMMUNITY AND ITS CITIZENS

Today's workplace requires the work force to be more aggressive and prepared for the challenges in the business world. As we head into a new millennium, much more is expected from this generation in terms of vocational and technological knowledge than any other generation in history. Thus, it is extremely important for students to leave high school with a foundation of these technical and vocational skills.

The Job Is Yours provides students with the knowledge and skills necessary to successfully apply and interview for a job. The book offers precise answers to ten often asked questions by high school students on what employers look for in a job applicant. Through surveys conducted by FBLA members, it was discovered that approximately 30 percent of the graduating seniors are not college bound. Most of these kids are headed directly into the work force, often times with little or no job skills.



In addition, when the answers given by businesses as to what they look for in applicants were compared to the students' answers on what they thought employers would reply, the results showed that an astonishing 47 percent of students lacked basic information such as manners and attire. This can make a big difference on whether or not one obtains the job.

Even though job skills come with experience and practice, the booklet provides these teens with basic knowledge of what it takes to successfully interview and apply for a job. The project allows for students who do not have opportunities to obtain these important skills to have the confidence that they too can succeed.



Members of the Booklet Preparation Committee type the results.

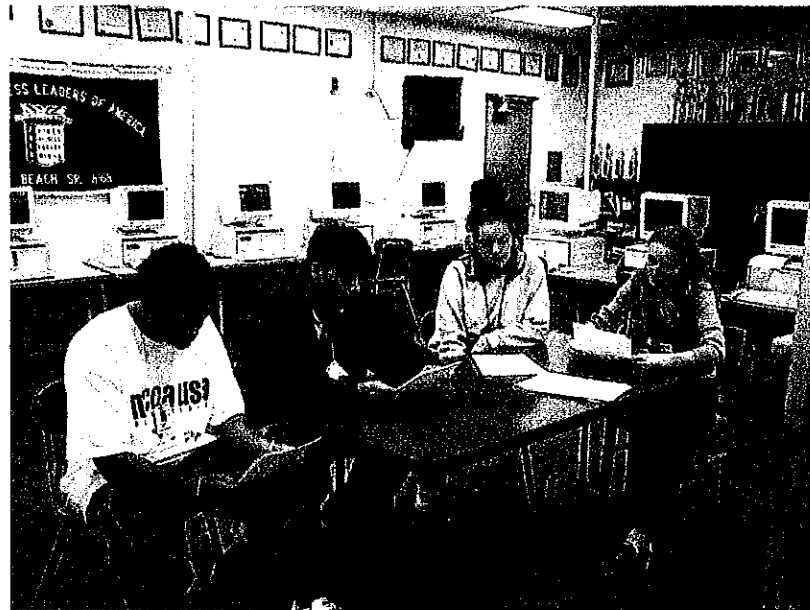
PLANNING

The concern over an increasingly competitive world leaving those who are unable to obtain necessary job applications skills behind prompted the members of the Miami Beach High School Chapter of FBLA to write an instructional booklet called *The Job is Yours*. The booklet, according to plans, would be distributed to students so they could use it as a guiding source whenever they were applying or interviewing for a job.

In order to determine exactly what type of assistance students needed when applying for a job, hundreds of students would have to be surveyed. Furthermore, to provide accurate answers to the students' questions as to what employers REALLY look for in an applicant, local businesses would have to be surveyed as well. After the results were all recorded and tabulated, an easy-to-read, quick reference booklet would be written combining and relating all this information. For months to come, the Miami Beach High School's FBLA members were temporarily turned into survey researchers, writers, publishers and distributors.

Flyers and memos were handed out in school and placed in teachers' mailboxes to inform teachers that several FBLA members would be visiting their classrooms to conduct these surveys. With the help of the Miami Beach Chamber of Commerce, businesses were asked whether they wanted to participate in these surveys. The positive responses and feedback received from local businesses were very encouraging in the planning of this project. One of the

businesses surveyed stated that if kids would follow the answers he provided when applying for a job, the job would certainly be theirs. Upon reading this, the members decided that the appropriate name for the book would have to be The Job is Yours.



Members of the Student Survey Committee look at results.

DEVELOPMENT

In order to efficiently distribute the tasks of the project, chapter members were assigned to different committees. The Public Relations Committee, Business Survey Committee, Student Questionnaire Committee, Student Survey Committee, Booklet Development Committee, and the Distribution Committee were all created to perform the functions of this project.

From the beginning, members realized that to make this project successful, they were going to have to interview an enormous amount of students and businesses. They were also aware that they could not simply disrupt classrooms and businesses, and that careful consideration and planning would be necessary if they were going to survey hundreds of people. Thus, a Public Relations Committee was formed, which was in charge of informing teachers of the project and designating an appropriate time for the FBLA members to survey their classrooms. This committee was also responsible for contacting local businesses and setting appropriate time for the members to survey their representatives.

The Student Questionnaire Committee was the backbone of this project. The members of this committee went to various classes around school and asked students to write down ten questions that they often had when applying and interviewing for a job. Over 500 hundred students responded, and a list was made of the top ten questions that were asked by the student body. The questions varied from appearance to resumes to the importance of college degrees.

Once the Public Relations Committee made business contacts, members of the Business Survey Committee were responsible for interviewing and surveying

over a hundred local businesses. These businesses were given a survey, in which they were asked to answer the top ten questions of the students. Once the surveys were complete, the committee read through hundreds of responses, and answered the questions accordingly to the answers provided by the businesses. These answers were the foundation of the booklet.

When all the answers from the businesses were compiled, FBLA members wanted to see how well the student body would answer the questions they themselves asked. The Student Survey Committee handed out the same survey that was given to the businesses to students; in other words, they wanted to see how well the students answered their own questions, and how their answers compared to that of the business. The results obtained from the Student Survey Committee reminded members of the benefits that students would acquire from this booklet, for an astonishing percentage of students missed important facts that would have landed them the job.

Now that all the necessary information to start the booklet was obtained, the Booklet Preparation Committee started on their job. This committee was responsible for gathering all the information from the surveys and typing it up. This committee was also responsible for the format and the editing in the booklet.

Finally, The Booklet Distribution Committee distributed the booklets in the community. The booklets were first distributed to students in the school, and later, to community organizations. Also, all the businesses that participated in the surveys received a copy of the booklet.

Committees

Function

- **Public Relations Committee**
Ines Alamo (Chair)
12 members
 - 1) informed of projects and designated appropriate time for FBLA members to survey classrooms
 - 2) responsible for contacting local businesses and setting appropriate time for members to survey their representatives
- **Business Survey Committee**
Omaira Pacheco (Chair)
20 members
 - 1) responsible for interviewing and surveying local businesses
 - 2) read through responses, and answered the questions according to the answers provided by the businesses
- **Student Questionnaire Committee**
Nishil Mehta (Chair)
15 members
 - 1) attended classes in school and asked students to write down ten questions that they had often asked when applying for and interviewing for a job
- **Student Survey Committee**
Miriam Cohen (Chair)
10 members
 - 1) handed out survey to students (see how their answers compared to that of the businesses)
 - 2) recorded results from surveys taken by students
- **The Booklet Development Committee**
Michael Louis (Chair)
5 members
 - 1) responsible for gathering all the information from the surveys and typing it
 - 2) editing the booklet
- **Booklet Distribution Committee**
Jackie Lopez (Chair)
5 members
 - 1) responsible for distribution of booklets
 - 2) responsible for presentations

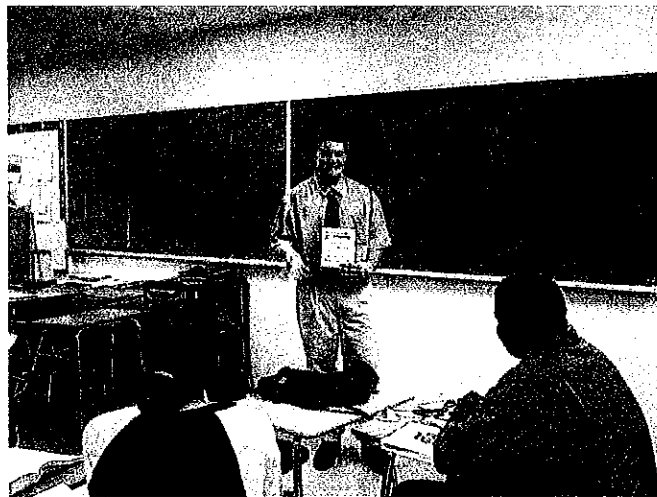
IMPLEMENTATION

Endless hours of service and dedication by FBLA members had been put into producing the final product. When the booklet was finally finished, the most important aspect of the project had just begun: the distribution of the booklet. The members wanted to make sure that every student who wanted a copy of the booklet would have the opportunity to have one.

Using the risograph machines in school, 300 copies of the booklets were made. At first the members thought that 300 copies would be too much; but they were very surprised and excited to find out that the 300 copies were gone in a week! The initial copies were placed in the school's bookstore, and were distributed complimentary among selected classrooms. Members also kept some booklets in the FBLA meeting room. Before the members knew it; however, the supply kept diminishing as students and teachers came in to receive their free copy of the booklet. Pretty soon, the school's principal was advertising the booklet in the morning announcements, and members had to make and distribute 400 more copies. By the time the members were done passing out the booklet in the school, more than 800 copies had been made.

In addition, the booklets were also distributed among organizations in the community. The Miami Beach Youth Mentoring Program, a program that targets at-risk teenage girls, received copies of the booklet. The program's director, Noah Franklin, was so impressed with the booklet, that she invited several members of FBLA to attend one of their meetings and deliver a presentation on the booklet. The Miami Beach Hispanic Center, which also has a similar mentoring program,

also received copies of the booklet. Many of the kids in this program have not been living in the United States for long, and the booklet proved to be very helpful in informing them of the process and techniques when applying for a job in the United States. Finally, as a token of appreciation for the help that local businesses provided in making this project possible, copies were delivered to the businesses that participated in the survey (a list of these businesses can be found in the appendix).



FBLA member Josh Brachter presents the booklet to a classroom.

UNIQUENESS OF PROJECT

The Job is Yours was a project of a magnitude and scope unusual for a high school to undertake. For months, members of our FBLA became part-time publishers, writers, advertisers and survey analysts. In fact, so many surveys were taken that members often joked that the name of the project should be “The Survey Says” after the popular television show Family Feud. The tremendous amounts of surveys were sometimes overwhelming, but they definitely added to the uniqueness of this project.

Another aspect that made this project one of a kind was that this booklet was published by teens for teens. The fact that the members of FBLA reached out to the student body to research what their peers TRULY needed help in when applying for a job was a tremendous accomplishment.

Finally, this project aims to help those in need of getting help with preparing for job interviews in an easy-to-understand guide. The Job Is Yours allows teens to get a first look at the type of questions they will be asked during the interview, and permits students to know firsthand exactly what REAL employers look for in their employees.

BENEFITS AND IMPACT ON COMMUNITY

Unemployment is a major concern in our society. As the baby boomer generation prepares to retire in the upcoming years, there will be an enormous demand for this generation to be prepared for the challenges of the new millennium. Members of the Miami Beach High School's FBLA Chapter wanted to engage in a worthwhile community service project that correlates with the goals of FBLA; a project that helps facilitate the students' transition from school to work, and allows them to have the knowledge and skills they need to become the leaders of tomorrow.

The members of FBLA knew that although many students leave high school with academic training, many do not have basic working skills that are essential in the real world. After much research and hundreds of surveys, the members had the astonishing facts to prove this. Forty-seven percent of students lacked basic knowledge about the job interviewing process, and only thirteen percent had the right idea about what employers really look for in a job applicant. It was not surprising to find that most of the students who "aced" the surveys were enrolled in a business class or were either members of FBLA or other vocational student organizations. Another interesting aspect of the survey was that it showed evidence that the majority of students who lacked the skills to successfully land jobs were not college bound. The teens that needed the most training in job skills were the ones that were headed straight into the work force after high school.

FBLA's slogan, "We Mean Business," is one that defines the attitude of the members in this wonderful organization. The Miami Beach High School's Future

Business Leaders of America took this slogan to heart when beginning this project. The members meant to provide students who desperately needed job skills with an easy-to-read booklet that could aide them in the job interviewing process, be a practical guide that could answers students' questions, and be used as a tool to give them insight into what exactly makes an applicant land the job. Although the booklet took months of work and dedication, the positive impact the booklet had on the school and community proved just how serious the Miami Beach High School FBLA Chapter members were when they stated that they too MEANT BUSINESS.

The impact this project had on the community was not measured by the recognition the members received for researching, writing and distributing this booklet. The expressions of thanks from businesses leaders, community organizations, teachers and principal complimenting the members on their outstanding efforts were indeed flattering; but they did not measure the success of this project. Instead, the success of this project was measured by the fact that the supply of booklets kept diminishing as more and more students wanted to have their own copy of *The Job is Yours*. It was also measured by the visit of three students to the FBLA room to thank the members on helping them land their first job as well as the success that one of the teens from the Miami Beach Hispanic Center had when he wrote his first resume with the help of the booklet. Because of the efforts of the Miami Beach High School Chapter of Future Business Leaders of America, students in our community can now say that the job is truly theirs.

EVIDENCE OF PUBLICITY

The following lists the publicity *The Job Is Yours* has received :

Miami Beach High School:

1. **Flyers and Banners:** FBLA chapter members created and distributed flyers about the upcoming surveys that would be taking place in school. Banners were posted around the school to alert the student body about the upcoming events of *The Job Is Yours*.
2. **Intercom/Televised Announcements:** Principal, Dr. William Renuart, made announcements to encourage and remind students to be prepared for FBLA chapter members, when they visit their classes. Also, WMBH (Miami Beach High School's television station) promoted and allowed the FBLA members to give students a glimpse of the booklet.

Community:

1. **Miami Beach Chamber of Commerce:** FBLA members received a letter from the Miami Beach Chamber of Commerce about providing business contacts.
2. **Miami Beach Hispanic Community Center:** FBLA members presented the booklets to teenagers who have recently moved to the United States and are looking for jobs.
3. **Memos to Businesses:** Memos were sent to all the businesses who participated in the surveys.

A magnifying glass with a black handle and a silver frame. The lens is focused on a large, bold, black letter 'A'.

Appendices



FBLA STUDENT SURVEY

The following is a list of the top ten questions you had about the job interview process. FBLA members handed these questions out to local businesses and they provided us with the answers to YOUR questions! In other words, we want to know how much you know about what it takes to "ace" an interview.

1. What do you look for in a job applicant? _____

2. What are some undesirable characteristics? _____

3. How would you suggest a student prepare for an interview? _____

4. How important is an applicant's appearance? _____

5. What should be included in a personal resume? _____

6. If a person applying for a job with your company is a college graduate, are you more apt to give him a job if he is a graduate of a prestigious college? _____

7. If the job you are offering does not require a college degree, would you hire a college graduate over someone who did not attend college? _____

8. What courses do you recommend students take in high school and college? _____

9. What is the most important quality a future business leader should strive to attain? _____

10. Additional Recommendations _____

Thank you! We hope you answered them well! If you don't have a clue as to what employers really look for, don't worry. FBLA is producing a booklet called The Job Is Yours that will help you answer these questions. They will be distributed to you shortly.

FBLA'S TOP TEN

As part of our research in finding out what employers are looking for in job applicants, we would like to know what's going through your mind when you are applying for a job. Just list the top ten questions which you believe a student like you should know when applying and interviewing for a job.

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

- 7) _____

- 8) _____

- 9) _____

- 10) _____

Thank you for your time and look forward to receiving your own copy of the booklet, *The Job is Yours.*

Miami Beach Senior High School

2231 Prairie Ave
Miami Beach, Florida 33139
(305) 532-4515

MR. ROGER C. CUEVAS
Superintendent

DR. WILLIAM RENUART
Principal

DR. BARBARA VAN LEER
Assistant Principal

DR. PAMELA SMITH
Assistant Principal

MRS. CHARLENE L. OLICKER
Assistant Principal

TO: ALL BUSINESSES

FROM: FBLA, Miami Beach Senior High

DATE: November 11, 1998

SUBJECT: Survey

As you know, Miami Beach Senior High's Chapter of FBLA has been conducting surveys throughout the community that will provide students with the knowledge of entering the work force. The following is a list of questions students consider the most important in determining what employers like you are searching for. Please take the time to answer the questions and help us inspire students in getting the job of their dreams.

FBLA members will be visiting your business with the surveys at the previously agreed time. If rescheduling is necessary, please contact the Miami Beach Senior High School's FBLA chapter at 305-532-4515 ext. 223. We look forward in seeing you!



October 10, 1998

Dear FBLA member:

We would be more than pleased to provide you with a list of local business and their representatives. We are certain that these businesses will be happy to be interviewed for your project. We think it is wonderful that you are writing this booklet to help young adults. Keep up the good work!

Sincerely,

A handwritten signature in cursive script, appearing to read "Tamara Erban".

Tamara Erban
Program Director
Miami Beach Chamber of Commerce

1920 Meridian Avenue, Miami Beach, Florida 33139
Phone: (305) 672-1270 • Fax: (305) 538-4336

**THE FOLLOWING ARE SOME OF THE MANY
BUSINESSES THAT PARTICIPATED IN THE SURVEY**

Omega Shipping
Union Planters Bank
Sears
Mears Motor Coaches
Stanley Steemer
Beeper Mania
Tropical Paper Box
Classic Brass Works
Networking Solutions
Miami Beach Condominium Assoc.
Wometco Theaters
Asap Courier
Gomez & Son Fence
Cardinal Fence Co.
John Jefferson M.D.
National Wood Floors
ABC Travel Agency
Art Collectibles
Waste Management
General Hauling Service
Miami Beach Temporaries
Network, Inc.
Tropical Travel
Fraga Rug
Sumo Enterprises
Pamela Schwartz, DDS

Floral & Art Center
Miami Beach Flowers
Initial Staffing Services
South Beach Theater
Briggs & Stratton
Magna Express
Floral Express
Kelly Services
Multi-Media Consultants
Fun and Flair
Babbet Electronics
Miami Beach Carpet
City Gates
Sunny Trading, Inc.
Sun Trust
Wood Blinds
U Haul
Alarm Trust of FL, Inc.
Newco Structures, Inc.
Media One
AB Business Brokers
Nations Business Center
Broker Exchange INC
Afro-In Books & Things
Thrifty Car Rental
Hertz

AND MANY MORE

CENTRO COMUNITARIO HISPANO

Miami Beach Hispanic Community Center

January 12, 1999

Dear FBLA Chapter of Miami Beach Senior High,

I would like to congratulate and thank the Miami Beach High's chapter of FBLA for the magnificent presentation that was held here at the Miami Beach Hispanic Center. It was nice for students to come in and contribute their time in order to help other kids learn about the job application and interviewing process. The interaction between the students and children in our center was amazing.

What makes this center so unique is that most of the children in the center are from other countries. This center tries to help these kids cope and adjust to their new lives in the United States. The booklet the FBLA members distributed among our kids will definitely aid us in achieving this goal.

Again, I would to express my gratitude to the members for taking the time to present this to our kids. It amazes me to see such talent and enthusiasm in young adults who truly want to help their peers. They were truly marvelous and deserve the recognition. Thank you so much FBLA.

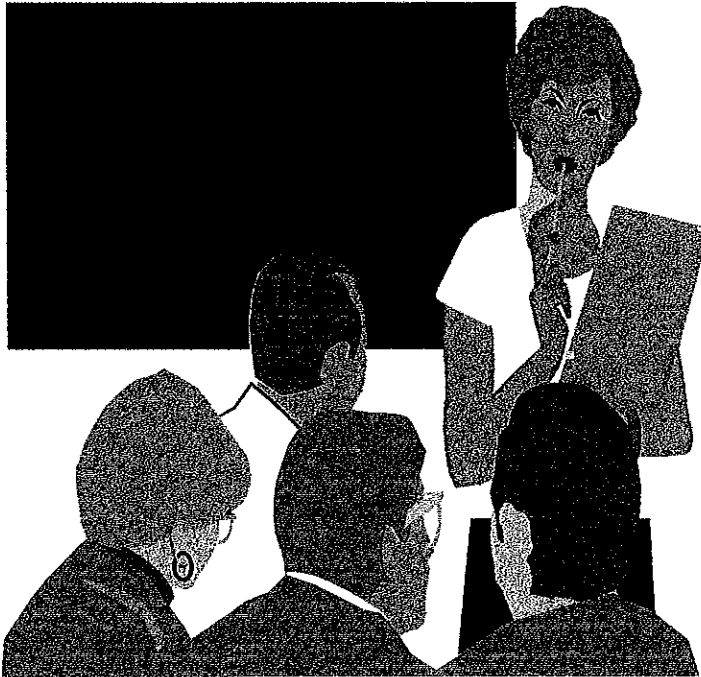
Sincerely,



Noah Franklin

Program Director

DO YOU HAVE TROUBLE LOOKING FOR A JOB?



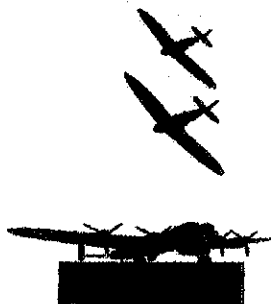
**STOP WORRYING!
FBLA HAS
SOMETHING
YOU'VE BEEN
LOOKING FOR TO
HELP YOU GET THE
JOB OF YOUR
DREAMS!**

**TAKE A MOMENT
TO ANSWER THE SURVEY THAT WILL BE
DISTRIBUTED NEXT WEEK DURING
HOMEROOM AND FIND OUT WHAT
EXACTLY EMPLOYERS ARE LOOKING FOR!**

**LOOK FORWARD TO RECEIVING YOUR
OWN FREE COPY OF THE BOOKLET
"THE JOB IS YOURS."**

To a person entering the work force, getting a job can be very difficult. There are many factors involved in applying for any position such as resume, application, and interview. These elements, however, can be mastered through practice and experience.

To provide you with an insight into what employers look for in job applicants, the Miami Beach Senior High School Chapter of the Future Business Leaders of America conducted a survey that included ten questions often asked by high school students.



"The wind is always on the side of the
oldest pilot"
Edward Gobbons

1

one of your friends who you have seen shoplifting while you were on the job, do not simply say "Yes." Instead, give a broader response, which includes some of the reasons why you would turn in your friend. Furthermore, employers do not approve of people who have bad work ethics such as tardiness, dishonesty, and excessive absences and who are unreliable, uncooperative, and lazy. Also, another distinguishable flaw during an interview is poor eye contact. Most people do this unconsciously and this action can be interpreted as lack of confidence in the applicant.



"At every word a reputation dies."
Alexander Pope

3. How would you suggest a student prepare for an interview?

Surprisingly, nearly half of the responses suggested that an applicant learn as much as possible about the job and the company to which he/she is applying. Rosy Cruz of Holiday Inn feels people should "make sure this is a company they would feel comfortable working for." Proper appearance and a good resume are also essential elements. Overall employers encourage people to be themselves and act natural. If a person can think positively and properly sell himself by enforcing his good qualities, the interviewer will be impressed. Self-confidence is the key. As in most situations, an applicant should be punctual, maintain eye contact, and be capable of discussing his background and experience.

"Attempt the end, and never stand to doubt; nothing is so hard but search will find it out."
Richard Lovelace

4. How important is one's appearance in a job interview?

Appearance is one of the major factors in deciding whether or not to hire someone. It makes a personal impression on others and tells if the applicant is truly interested in the job. All the responses we gathered from employers consider a neat and clean appearance to be very important. Mr. Sanchez, Supervisor at NationsBank Savings, added, in some cases, "all the employer has to go by is an application and how the applicant looks." First impressions are incredibly hard to break, despite a good interview and resume. Regardless of what job you are applying for, looking neat and dressing properly is a must. The more professional the job, the more professional you should dress.

Questions & Answers

The following answers are comprised of responses from local businesses; the answers provided offer good advice to anyone applying for a job. Preparation is the key to successfully getting a job. Hence, those who are best prepared for employment will most likely be hired.

1. What do you look for in a job applicant?

Professional experience attracts 75% of those employers polled. Prior work knowledge provides people with good communication and office skills, and teaches them to work together with superiors and other employees.

A high level of education is another suggestion, with a focus not only on the type of courses and grades earned, but also on extracurricular activities and affiliations. However, if this is your first time applying for a job, it is very difficult to provide employers with a history of work experience you do not have. Do not worry, for employers also look for a nice personality and a good mix of energy, confidence, enthusiasm, and integrity. Although some jobs require specific qualifications for a particular position, most employers will seriously consider a candidate who has a good attitude and who is eager and determined to get the job.

"Experience makes us able pilots in the waves of the future"
Edward Young

2. What are some undesirable characteristics?

A person with a sloppy appearance has little chance of impressing an employer. Those who chew gum, wear sunglasses, smoke, have body piercing, and generally show a poor attitude will be immediately turned down regardless of their qualifications. Those employers who responded also rejected applicants who provided unresponsive answers during the interview. Unless an employer asks a specific yes or no question, avoid giving one-syllable answers. For instance, if you are being interviewed by an employer from a retail store, and they ask you if you would turn in

2

"The world is a looking-glass and gives back to every man the reflection of his own face."
William Makepeace Thackeray

5. What should be included in a personal resume?

Most employers agreed that a good resume should include the following features:

- Objectives/Goals: State the position for which you are applying.
- Education: List all high schools, colleges, business schools, and other trade colleges.
- Work Experience: List all previous employment. Include titles and responsibilities and provide a supervisor's name and phone number for references.
- Skills: List all office and personal skills. Include any knowledge of foreign languages.
- Hobbies/Interests: List any personal interests and/or hobbies.
- Accomplishments: List all major accomplishments including any awards and honors.
- References: Provide address, phone number and contact person.

"Men see a little, presume a great deal, and so jump to the conclusion."
John Locke

6. If a person applying for a job with your company is a college graduate, are you more apt to give him a job if he is a graduate of a prestigious college?

The responses to this question varied, with employers equally answering yes, no, and maybe. Those who said "yes" would hire a graduate from a prestigious college only if everything else is equal. However, if a person that did not attend a prestigious college had more experience, qualifications and were more motivated to obtain the job, employers would almost surely give that person the job. Thus, although attending a prestigious college gives applicants an advantage, it is not the sole factor in determining who gets the job.



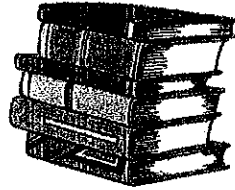
7. If the job you are offering does not require a college degree, would you hire a college graduate over someone who did not attend college?

Although a college degree is probably the most important tool one can have when looking for a job, especially high paying jobs, most employers would not necessarily consider the college degree in making this particular decision. Dr. Joel Dokson explains that "an over-skilled person may not be necessary and may be too expensive to hire." However, almost all employers would take the degree into consideration and a few would hire the college graduate if everything else were equal. Again, although in this particular decision most employers responded that the college degree was not a priority, almost every response emphasized that every student should aim for a college or technical school degree, especially if they want better paying jobs.

"Nothing is impossible to a willing heart."
John Heywood

8. What courses do you recommend students take in high school and college?

Employers suggest a strong business curriculum that should include courses in accounting and computers. Liberals arts, foreign languages, mathematics, and English classes are all important. Angela Fernandez comments, "It is sad to see that some applications I receive from high school graduates have trouble spelling simple words in their application." In college, most employers suggest that students should take some courses in social science or human relations and communication skills. However, most answered that a person's education should be geared toward the career he or she will someday pursue.



"And all fortune lies beneath your hat."
John Oldham

5

Sample Resume:

Max Benson

	Your address, phone number and e-mail		
Objective	Type objective		
Experience	1990-1994	Arbor Shoe	Southridge, SC
	National Sales Manager		
	<ul style="list-style-type: none"> ▪ Increased sales from \$50 million to \$100 million. ▪ Doubled sales per representative from \$5 million to \$10 million. ▪ Suggested new products that increased earnings by 23%. 		
	1985-1990	Ferguson and Bardell	Southridge, SC
	District Sales Manager		
	<ul style="list-style-type: none"> ▪ Increased regional sales from \$25 million to \$350 million. ▪ Managed 250 sales representatives in 10 Western states. ▪ Implemented training course for new recruits — speeding profitability. ▪ ▪ 		
Education	1971-1975	Southridge State University	
	<ul style="list-style-type: none"> ▪ B.A., Business Administration and Computer Science. ▪ Graduated Summa Cum Laude. 		
Interests	SR Board of Directors, running, gardening, carpentry, computers.		
References	Furnished upon request		

7

9. What is the most important quality a future business leader should strive to attain?

We should first clarify that a business leader title does not only apply to those who own or run a company, but everyone who is part of the business scene. A business leader can be a CEO or an accountant, a manager or a lawyer; it does not matter what position you hold, what matters is that your professional attitude embodies the quality of a leader.

Business leaders should strive to attain good overall leadership abilities, which include: self-confidence, honesty, aggressiveness in achieving your job goals, and determination to be the best in whatever you do, no matter what the position.

Andrew Carnegie, one of the most successful business leaders of our time, was an immigrant whose first job was deciphering telegraph messages. Most people regarded this low paying job as extremely boring, but Mr. Carnegie decided to work hard at his job and pretty soon the Vice President of the company he worked for asked Mr. Carnegie if he wanted to be his personal secretary. A few years later, Mr. Carnegie replaced the Vice President; and shortly after, became the founder of US Steel, one of the biggest corporations in history.

Regardless of the position, a professional attitude in the workplace, along with the qualities mentioned, turn the dreamers into leaders.

"For they can conquer who believe they can." Ralph Waldo Emerson

10. Additional Recommendations

Have an open, inquisitive mind. If you do land a job interview, try to find out as much as possible about the job, the company's products, and its services. This will show the employer that you are serious about the job and will give you an overview on what to expect. Always be well groomed and energetic, and make sure you are able to work flexible hours. Do not discuss salaries in the first interview; the employer will usually mention that to you.

Demonstrate a sincere interest in the job, and sell yourself as the right person for the position by focusing in one or two of your many qualities and letting the employer know that you are essential to their company. In general, relax and communicate with the interviewer; and remember... the interviewer wants to hire someone and he or she wants to hear what you have to say.

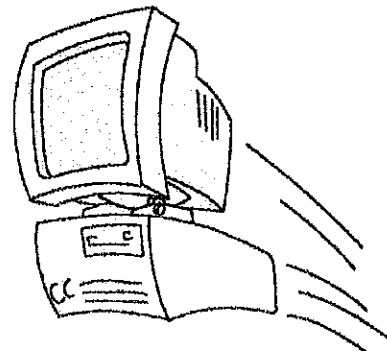


"A wise man will make more opportunities than he finds."

Today's workplace requires for the work force to be more aggressive and prepared for the challenges in the business world. As we head into a new millennium, the demand for a computer literate work force is increasing at a rapid rate, and much more is expected from our generation in terms of technological knowledge than any other generation in history. Thus, it is extremely important for you to leave high school with a basic knowledge of computers and focus on what you will do when you graduate. **PLAN YOUR FUTURE.** Because many students just focus on graduating and forget the fact that there is life after school, they foolishly lose a lot of time. In this day and age, there is no time to lose.

Go for the job you want - you have the ability to achieve whatever goals you set, but you have to make the first move! With hard work and determination you can succeed in any career you pursue. Always give it your all - then you can say the **JOB IS YOURS.**

"Carry on every enterprise as if all depended on the success of it."
Cardinal Richelieu



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