



Preparing for the Job Fair (Wednesday, February 6, 2019 @ Dewitt Center)

- **Step One:** Jot down your work and school history in chronological order. Try to cover a 10 year span. What were you responsible for? Who did you report to? What were the addresses and phone numbers to your past employers?
- **Step Two:** Create an email account where you can send and receive email notifications about job opportunities. What does your email address say about you? (joesmith87@aol.com vs. lluvbigbooty@aol.com)
- **Step Three:** Visit *Boston Career Link* (1010 Harrison Ave) or Timothy Smith Network Computer Lab @ Dewitt Center (122 Dewitt St) for resume/cover letter assistance. Please have at least 10 copies of your resume when visiting the job fair.
- **Step Four:** OSHA-10 certification: a basic requirement to work on any construction project in Massachusetts. This course can be taken online (10 hrs total class participation) for as low as \$55. Visit www.360training.com or www.oshaeducationcenter.com for more information. MPDC will host an OSHA-10 class in late February 2019 for \$10.00. Email kconrad-gwyn@madison-park.org for more information.
- **Step Five:** Work with your Housing and/or DTA caseworker to identify programming that is currently available to you and your family (example: Child Care Voucher/Job Training Referral)
- **Step Six:** Jumpstart your training by registering with Building Pathways/Youth Build Boston. These programs can help you learn about the construction industry and better prepare you for job opportunities in the building trades.
- **Step Seven:** Prepare and practice a 30-second introduction – your elevator pitch. State who you are, the job you are interested in and what you can bring to their company.
- **Step Eight:** Day of Job Fair. You have followed the above steps and now you are ready to meet with the hiring companies.

Please refer to the below checklist as your tool to success:

- ◇ Bring copies of resumes, OSHA and other certifications.
- ◇ **LADIES:** Make sure dresses and skirts are not too tight or short. Keep jewelry simple.
- ◇ **MEN:** Please wear appropriate business attire for a job interview. **NO SAGGING JEANS.**
- ◇ **NO KIDS ALLOWED.**

Thank you for your time and participation. We look forward to seeing you in your new role in the field.

