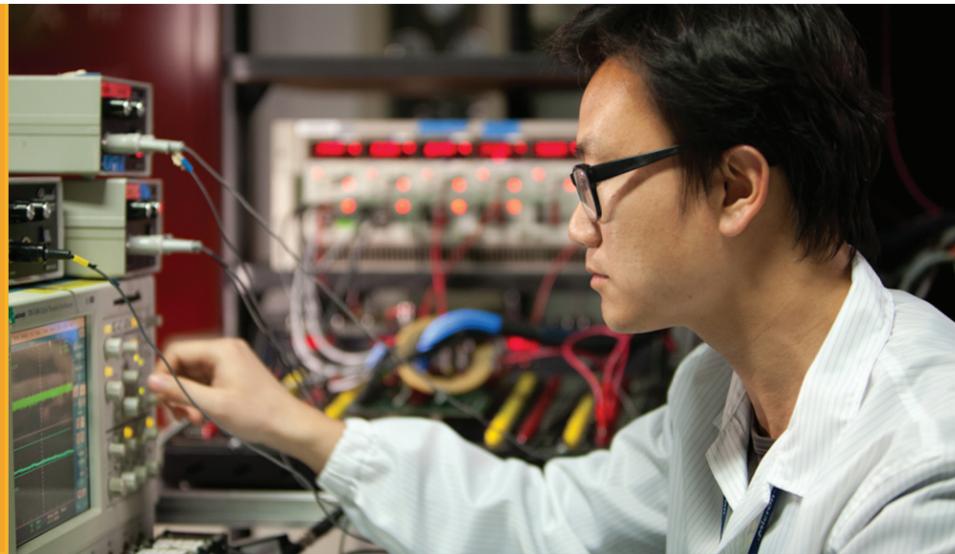


Skills that work



Ever wondered what employers value?

Surprisingly, most say they can teach the specific technical skills needed to applicants with the required educational background. But what they can't teach is the personal traits and attitudes that applicants need to be successful on the job.

Strong work ethic

Willing to do whatever it takes to get the job done well; takes the initiative

Dependable

Can be counted on in attendance and job assignments

Responsible

Self motivated; able to accept mistakes without blaming others

Honest

Is principled, sincere and genuine; actions match words

Flexible and adaptable

Able to handle change; willing to take on any assignment

Respectful of others

Able to collaborate to achieve a common goal

Enthusiastic and positive

Able to leave personal problems at home and contribute to a pleasant work environment

Continuous learner

Willing and able to gain new knowledge and learn new skills

Resilient and persevering

Able to overcome adversity and stay focused

Attentive to detail

Inspects own work; follows through with all details of job assignments



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Look inside for
some helpful
tips!

Maximize your opportunity to get a job

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Potential job sources

- Family, friends & neighbors
- Internet/newspaper
- Department of Employment
- Job fairs
- School counselors
- School career centers

First impressions

Convince the employer that you are a qualified candidate:

Job application

Complete using accurate information free of grammar and spelling errors.

Cover letter

Detail your interest in the position.

Resume

Include relevant academic and extracurricular activities.

References

Provide contact information for previous supervisors, both paid and unpaid experiences.

School transcripts and attendance records

Make available to reflect your work-ethic and dependability.



Dressing the part

- Dress appropriately and conservatively when picking up an application or attending an interview.
- Choose clothes that fit properly and are not faded or shabby.
- Avoid t-shirts, excessive jewelry, perfume and aftershave.
- Be clean and well-groomed.
- Be aware that fashionable hairstyles and attire may not be businesslike.
- Make sure it is you they remember and not your clothes!

Interviewing tips

- Be prompt. Arrive 5-10 minutes early.
- Shake hands with the interviewer and maintain good eye contact.
- Speak clearly, be yourself and smile.
- Keep your answers relevant. Don't volunteer too much personal information or get too chatty.
- Be positive when mentioning former employers or jobs.
- Before the interview, find out all you can about the company.
- Prepare at least two pertinent questions about the job or company.
- Be prepared to state your best qualities with supporting examples. What do you want a potential employer to know about you?

"The beginning is the most important part of the work." Plato

"No life ever grows great until it is focused, dedicated and disciplined."

William Penn

Following up

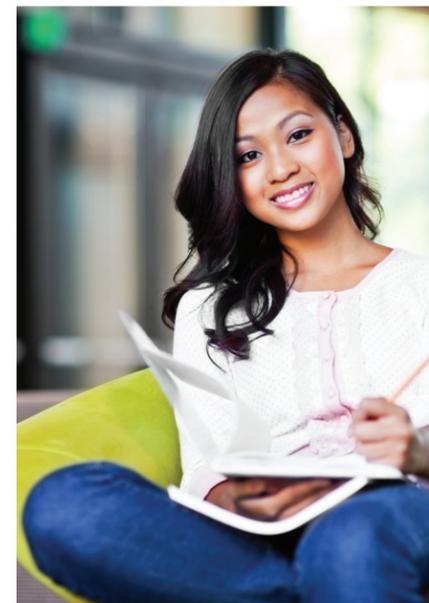
- Let the interviewer know you'd like the job and thank him or her. Obtain a business card and follow up immediately with a thank you note to express appreciation and reinforce your interest in the position.
- If you haven't heard from the employer after a week, follow up with a phone call to see if the position has been filled.
- Don't be discouraged if you don't get the job.

Education pays

- The more education you receive, the more money you make.
- Who says? The U.S. Department of Labor. For example, if you don't graduate from high school, expect to make about:
 - 25 percent less than somebody who does
 - 30 percent less than a person with a two-year college degree
 - Less than half the salary of a college graduate
- Think of all the cool cars, computer systems and travel you can afford with that extra cash.
- Stay in school. Then you'll be able to do the math.

Staying successful

- Be on time every day and ready to work before your scheduled starting time.
- Listen thoroughly to instructions, ask questions and take notes to remember details.
- Ask for help if you don't understand something.
- Learn as much as you can about the business.
- Look for extra work to do and volunteer for tasks.
- Never imply that you don't want to do something.
- Take criticism as an opportunity to grow your skills. Don't argue or get defensive.
- Learn a lesson from any mistake you might make.
- Notify your supervisor at least two weeks in advance if you decide to leave.
- Always leave a job on a positive note; you may need a reference in the future!



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