

February 2007

The Inland Channel

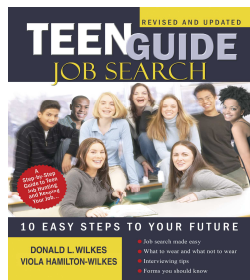
The Inland Channel is a publication of the Inland Empire Chapter of ASTD

EXCERPT from the February newsletter.

Message from the President ASTD Inland Empire Chapter

Chris Hornibrook

Book Review



Teen Guide Job Search

Does your company have teenage summer interns? Do you have teenage children? The recently published **Teen Guide Job Search** may be just what they need. Written by Inland Empire Chapter visitor Viola Hamilton-Wilkes and her husband Donald L. Wilkes, the book covers the basics of job searches, resume writing, and interview skills.

There are several things that separate this book from other job search books. First, it is directed to teenagers. For example, under resume writing, it refers to volunteer experience, baby-sitting, and extra-curricular activities; the chapter on dressing for job-hunting focuses on teen styles. The book provides information on completing a work permit and Forms I-9 and W-4, including samples of each. There is even a chapter with on-the-job dos and don'ts.

Each chapter includes a review of multiple choice, true/false, and fill-in-the-blank questions. Another thing that separates this book from others on the same topic is that it gets teenagers to focus on what they like and don't like. It encourages them to look for jobs that will be a good fit with their personalities.

The book sells for \$12.95, and is available at iUniverse.com or by calling 1-800-AUTHORS.