

# Discovering Life Skills

## Chapter 8: Enter the Workplace

### Chapter Summary

The key to your success is developing basic employability skills in reading, writing, math, science, speaking, listening, and technology. When you find a job that interests you, contact the employer to apply for the job. To apply, fill out a job application with information about your education, skills, activities, work experience, and references. If the employer thinks that you are suitable for the job, he or she will invite you to an interview to discuss your qualifications.

An important part of any job is to be a responsible employee. Good relationships are also important in every job. You have to learn to get along with your employer, supervisor, and coworkers, and perhaps customers or clients. At work, you become part of a team working toward a common goal. A positive work ethic can lead to job success. Employees who use their employability skills to do a good job are likely to be promoted.