

# Work Flyer

## The Workhorse Document for Your Job Search

- Although this Work Flyer is simple to create, it could produce big results in your job search.
- It is so powerful because it conveys your work interests, your work availability, and your contact information—all on one document.
- And it does so in two useful ways, either as a hard-to-ignore physical printout or as an easy-to-share PDF document.
- Finally, as explained in [the book](#), this tool can be a powerful part of your job search when there are no classifieds or job listings advertising the job you want.

## Creating Your Work Flyer

- The Work Flyer is meant to get you in the door; you can dazzle them with style and personality later.
- Keep it simple.
- A simple block letter format is all you need. An internet search for “typing a block letter” will tell you all you need to create a flyer in this simple format.
- Use the same typeface and size (font) throughout.
- Print this document on plain white or neutral paper.
- Carry copies in a plain folder, not a themed school folder—no skateboarders and no kittens.
- Export this document as a PDF and save it as “yourname.pdf”, so you can easily email it to interested employers.
- Finally, notice in the sample Work Flyer below that the date is typed as only the month and year, without a day date. Print new examples as the month changes.

*Work Flyer Sample  
Copy whatever text you like, or  
write your own.*

Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

August 20XX [Insert just the month and the year; print new examples as the month changes.]

To whom it may concern,

My name is Will Schmidt, and I am a freshman at Skyline County High School. I am seeking an entry-level, part-time position and hope you will consider me for any such openings within your company.

Please know I am especially interested in direct customer interaction. I am eager to learn on the job, and I will work hard, arriving on time consistently and fully prepared.

Between now and the new year I will be able to work the following hours:

- Mondays and Wednesdays 4:30 p.m.—9 p.m.
- Saturdays 8 a.m.—8 p.m. or Sundays noon—6 p.m. (if not scheduled Saturday)
- No Tuesdays, Thursdays, Fridays (band practice) until football season ends, no later than after state championships, December 6
- After football season, available any day of the week up to three weekday shifts plus one weekend shift
- Not available October 7–11 because of a scheduled family vacation
- Not available Thanksgiving or Christmas days

Although my work experience is limited to babysitting and regular home chores, I have prepared a list of adult family and friend references that will provide a true picture of my ability to succeed in an entry-level work environment. Please let me know if I might provide these contacts to you.

Sincerely,

*Will Schmidt*

Will Schmidt