

# Adulting 101

The Art of Being a Grown-up

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# Session 2

Work and Money

## Getting a Job

- Create a resume. Contact CCRI Career Services for assistance. <https://www.ccri.edu/cp/>
- At interview, your body and hair should be clean and neat, clothes should be clean, free of holes and frays, unwrinkled, modest or conservative in coverage.
- Arrive 10 minutes early to your interview.
- Practice answering the most often asked interview questions.  
[https://www.youtube.com/watch?v=BkL98JHAO\\_w](https://www.youtube.com/watch?v=BkL98JHAO_w)



## Getting a Job (continued)

- Scrub your social media. If you wouldn't want your grandma to read it, delete it.
- Get a professional sounding email address.
- Treat everyone with respect, regardless of position.



## Keeping a Job

- Be on time.
- Focus on the work.
- Be a team player.
- Be adaptable.
- Avoid the complainers and gossippers.





## Keeping a Job (continued)

- Offer to help.
- Keep social media separate from work.
- Be positive.
- Give two weeks' notice when leaving a job.
- Work in such a way that, when you leave, they are sorry to see you go and give you a glowing reference.



## Banking

- Opening a Bank Account.  
<https://www.youtube.com/watch?v=uGs6CSlkc8Q>
- How to Write a Check (or money order).  
<https://www.youtube.com/watch?v=ukcSDS6PGms>

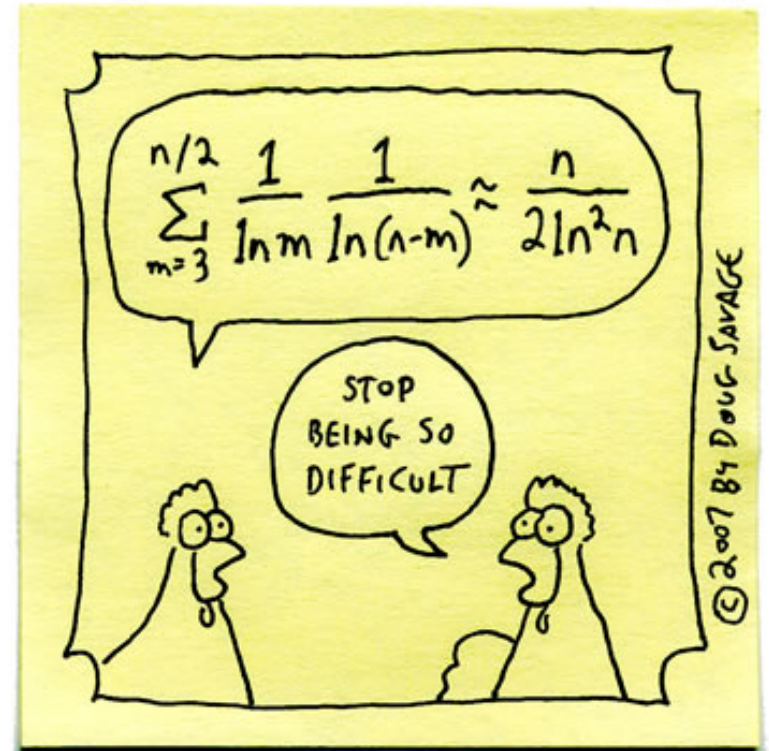


## Budgeting

- Steps to Better Money Management.  
[https://www.youtube.com/watch?v=CU4l\\_rs50Kk](https://www.youtube.com/watch?v=CU4l_rs50Kk)
- Budget Calculator.  
<http://www.youcandealwithit.com/borrowers/calculators-and-resources/calculators/budget-calculator.shtml>

### Savage Chickens

by Doug Savage



www.savagechickens.com



## Taxes

- Benjamin Franklin said, "Only two things are certain in life: death and taxes." They are inevitable and inescapable.
- Paying taxes is your responsibility and the Internal Revenue Service, which is the national tax collector, and Department of Taxation which is the state tax collector, will fine delinquent taxpayers and can even garnish your paycheck, meaning they can take a portion of your check until all taxes and fines are paid off.
- How to Do Your Taxes Explained.

<https://www.youtube.com/watch?v=ujdN7uK5kDk>

