



JOB SEARCH TIPS FOR TEENS

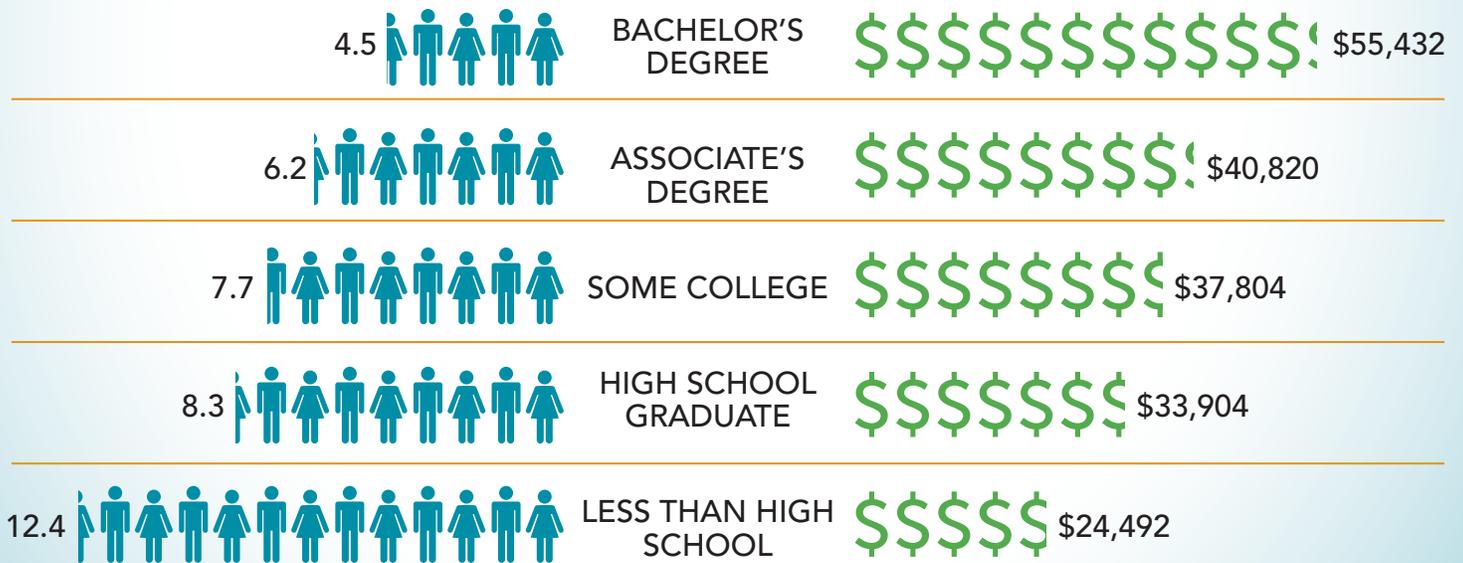
So you're looking for a job, but maybe you don't know where to start. You'll first need to explore options and decide what type of job you're interested in. The tips on the back side will take you through filling out a job application, writing a resume, interviewing and following up. These steps will help prepare you for your job search. Then for further information, come visit with one of our employment counselors or visit our website at wrksolutions.com.

THE MORE YOU LEARN, THE MORE YOU EARN

U.S. Census data show the connection between higher levels of education and **increases** in earning potential and **decreases** in unemployment.

UNEMPLOYMENT RATE (2012)

MEAN EARNINGS (2012)



Source: Bureau of the Census; Bureau of Labor Statistics



Applications

- Create and maintain a “master” application with all your information in one file
- Use a professional e-mail address – don’t be cute or clever
- Maintain a secure record of login IDs and passwords for online application websites
- Complete applications to their fullest – blanks in applications can rule out your entire app
- Follow application instructions to the tee

References

- Keep a current list of professional references focusing on supervisors, teachers, and other mentors
- One or two peer references are okay, but should not be your primary references
- Ask permission to use references and verify their information BEFORE including them
- A quality reference includes, name, title, contact information, and professional relationship – how do they know you and your work
- Prepare references with information on the job for which you are applying
- References do not belong on a resume – keep a separate reference sheet

Follow-Up

- Don’t forget to request business cards or names of interviewers (spelled correctly), titles, and contact information
- Send thank you letters via e-mail and “snail” mail – be concise, polite, and genuine
- When following up on a position, be concise and polite, ask about a timeline for decisions, and thank them for their time and consideration

Resumes

- Consider what the employer is looking for to decide what to include on your resume
- Read job descriptions and pull key words to include in your resume
- Any work is work experience (a babysitter is a childcare worker)
- A resume should be concise and targeted – every word should count
- Think about what you want to do vs. what you have done – don’t get stuck in the past
- Keep references and their contact info off the resume – a resume is not an application
- Keep track of dates so you can reflect your history accurately – this can and will be checked by employers
- Most resumes get a 5–15 second scan by the reader – keep the most engaging information near the top
- Avoid typos and have others proof read

Interviewing

- Arrive at least 15 minutes early for an interview – account for traffic or other delays
- Cover tattoos and piercings; have professional attire and conservative styling
- Professional attire is not “nighttime” attire
- When you meet your interviewer, smile, have good posture, good eye contact, and a firm hand shake
- Prepare a “30 second commercial” summarizing your best skills
- Practice 30 second responses that summarize strengths and answer standard interview questions
- Prepare questions for the interviewers – some may ask if you have questions
- Do NOT ask about salary, days off, breaks, or perks