

YOU'VE GOT THIS!

JOB SEARCH TIPS FOR TEENS

Your guide to successfully getting a job!
Complete with an Interview Prep Checklist and
Resource Guide.

RESEARCH & PREPARE

JOB SEARCH

Search for open positions online by using keywords like “entry level job”, “youth job” or “*city* teen employment”

Connect with your favorite local businesses and brands to see if they have any positions available on their job board or could create one for you.

Create a list of personal and/or professional references who will speak highly of you to a potential employer.

APPLICATION AND RESUME

Find a resume template that fits your personality and includes areas to highlight your personal experience.

A cover letter or introduction email is a great way to showcase a bit more of your personality and why you should be brought in for an interview.

Reach out to a parent or teacher to review your application, resume, and/or cover letter for any spelling or grammatical mistakes before submitting.

INTERVIEW PREP

Review the company website and job description for keywords about the type of person they are looking for and company culture.

Practice interviewing with a friend, family member, teacher or mirror! Better yet, if you know someone at the company, ask for their help.

Determine what three questions you want to ask the interviewer about the company or the job.

STAND OUT FROM THE CROWD

FOLLOW UP & FOLLOW THROUGH

SEND A FOLLOW UP EMAIL

Thank your interviewer for their time and summarize in 2-3 sentences why you would be great for the position.

Ask outstanding questions you have and answer any questions you couldn't complete in the interview.

Follow up again if you have not heard back from your interviewer within a week or in the timeline they outlined.

KEEP THE MOMENTUM

Didn't get the job? It happens to the best of us. Pick yourself up and try again!

Determine which questions stumped you and how you can prepare better in the future.

Identify areas you may need more training or experience.

SCROLL TO PAGE 5 FOR MORE RESOURCES

INTERVIEW PREP CHECKLIST

ALL INTERVIEWS

- ❑ **REVIEW** Go over the job description, your application or resume, company mission statement, and if possible the [LinkedIn](#) profile of your interviewer.
- ❑ **DRESS FOR SUCCESS** Limit accessories and loud clothing, and make sure your hair looks tidy. No matter if you are on-line or in person, [how you present yourself](#) is important. So along with dressing the part, don't forget to maintain lots of eye contact!
- ❑ **GATHER IMPORTANT DOCUMENTS** Make sure you have any required documents (ID, resume, job description, etc.), your notes and questions with you.
- ❑ **SET A REMINDER** Put a reminder for your interview date and time in your phone, calendar or other place you keep important dates.

VIRTUAL INTERVIEWS

- ❑ **FIND A QUIET AREA** Secure a quiet location with little distraction, could even be a closet with a lamp if needed.
- ❑ **PREPARE YOUR SPACE** Let the people in your household know when your interview is so they do not disturb you.
- ❑ **LOG-ON EARLY** Get on your video call early to ensure your camera and mic are working. If possible use a laptop instead of a phone.
- ❑ **LIGHTING** Make sure you have good lighting in front of your face. Sit in front of a window or move a lamp in front of your computer.

IN-PERSON INTERVIEWS

- ❑ **ARRIVE EARLY** [Map out](#) how you will get to the interview and provide enough time to arrive at least 10-15 minutes early. Before going into your interview, turn off your phone and put it away.
- ❑ **FRESH CLOTHES** If you are walking or riding a bike, consider bringing a fresh change of clothes. You want to look and feel your best!

RESOURCES

CREATE YOUR FOUNDATION

- **EQUIPMENT:** If you don't have a laptop or access to a computer, these agencies can help you.
 - ◆ [PCs for People](#)
 - ◆ [Computers with Causes](#)
 - ◆ [CTAC](#)
- **EMAIL:** [click here](#) to setup a free professional email to communicate with potential employers.
- **SEARCH TOOLS:** For jobs specific for your age group and experience level by typing in "entry level job", "youth job" or "*city* teen employment" into Google. Or click on the links below.
 - ◆ [HireTeen](#)
 - ◆ [Indeed](#)
 - ◆ [Glassdoor](#)
 - ◆ [LinkedIn](#)

WRITE WITH CONFIDENCE

- **GDOCS:** [click here](#) once you've setup your email in gmail you can access Gdocs which is a free place to create resume and save as a PDF for sending to employers.
- **GRAMMAR:** [click here](#) to install this free writing app to make your online writing clear and effective.
- **TEMPLATES:** [click here](#) for free resume tips and templates geared toward high school students. [click here](#) for free cover letter tips and templates. [click here](#) for free thank you email templates.

PRESENT PROFESSIONALLY

- **WHAT TO WEAR:** [click here](#) for a guide to dressing for the job. First impressions are important and you want to be taken seriously.
- **WHAT TO SAY:** [click here](#) for examples of standard interview questions so you are prepared to respond quickly and concisely when asked in your interview.
- **WHAT TO ASK:** [click here](#) for a few question to ask your during your interview. It will help you gain a better understanding of the job as well as make you appear engaged and interested.