



How to get a job as a teenager.

Think about your interests and skills:

• What are you good at, what do you enjoy doing? This will help you focus your job search. If you don't like yardwork, then maybe landscaping isn't the best fit.

Create a resume:

- Even if you don't have job experience, create a simple resume that includes your name, address, email address, and phone number. Include what school you attend and clubs you are a part of. Make sure you include the volunteer work you do and any relevant skills you think would be important to mention.
- Write a brief cover letter that shows your desire to work and why you are a good fit for the position you are applying for.

Check your social media accounts:

• Employers often check social media accounts to determine if you are a good fit for their job opening. Make sure there are not questionable posts or pictures that could possibly disqualify you.

Check local labor laws:

• Some places have restrictions on the hours and types of jobs teenagers can have.

Finding job openings:

- Check online job boards, community bulletin boards, and company websites. Many companies will post signs when they are looking for workers. Even if there isn't a posting that is obvious, go into the business and ask to speak with the manager. Introduce yourself and ask if they have any openings. Make sure you have a resume you can give them.
- Apply online. Many businesses accept online applications.





Visit local businesses:

• Some employers prefer in-person applications. Make sure your appearance is clean and professional and be prepared to fill out an application on the spot. Remember to take resumes with you and be ready to hand them out.

Prepare for interviews in advance:

• Practice common questions with friend or family. Dress appropriately and don't take drinks or food with you to the interview. Arrive on time and be prepared to discuss your skills and why you want the job.

Follow up:

• If you submitted an application or had an interview, follow up with a thank you note or email expressing your appreciation for their time and your interest in the position.

Be persistent:

• Don't get discouraged if you don't find something right away. Stay positive and keep at it. Consider doing volunteer work while you are looking for a job. It provides you with valuable experience, builds your resume and demonstrates your willingness to work.

Network, network, network!

• Who you know can be as important as what you know. Let friends, family, coaches, and teachers know you are looking for a job.