

## Do you want to work this summer?

The first thing to do when considering a job is to ask yourself why you want to work. This will help lead you towards the right job for you. The reasons most people decide to work are:



- **Money:** if your primary goal is making money, and you don't care about the kind of work you do, look for the highest paying job or the job that will allow you to work the most hours. However, most summer, part-time jobs do not pay much more than minimum wage. In Pennsylvania, the minimum wage is \$6.25/hr, and will increase to \$7.15/hr on July 1 of this year. In Ohio, minimum wage is \$6.85/hr, and in West Virginia it is \$5.85/hr, increasing to \$6.55 in July.
- **Experience:** look for a job that relates to your future career goals. If you're not sure what you want to do in your future career, look for a job doing something you enjoy - it may help you decide on your career path.
- **Personal fulfillment:** if the satisfaction of working or helping people is what you're looking for, you might enjoy volunteering rather than working at a traditional job.

## What kind of job should I look for?

Once you know why you want to work, you can start thinking about what kind of job you want. If you don't already know where you want to work, think about what you enjoy doing, and try to find work in that area. For example, if you like...

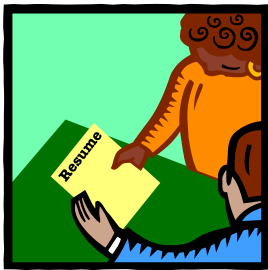
- Being outside, you can mow lawns, paint houses, or wash cars.
- Kids, you can baby-sit, work at a day care, or work as a camp counselor.
- Animals, you can work at an animal shelter or veterinary clinic, or as a dog-walker or pet-sitter.
- Clothing or shopping, look for work in a clothing store - you will probably get a discount!



## How do I get a job?

Once you have an idea of what kind of job you want, you can start looking for it. Sometimes the best place to start is right in your neighborhood. Ask your parents or your friends' parents if they know of any job openings. Also take advantage of your school counselor - he or she may be able to help you find and get the right job for you. Check the help wanted ads in your local newspaper. Walk around your town or shopping centers looking for help wanted signs - or just ask. Many stores do not advertise when they are hiring. You can also use online job search engines such as [www.monster.com](http://www.monster.com) or <http://hotjobs.yahoo.com/>. However, particularly with internet and newspaper ads, beware of anything that looks suspicious. If an ad describes earning large amounts of money but doesn't describe the job, there's probably a reason!

The next step in getting a job is the application process. It is a good idea to look presentable even when you pick up your application - this may be the very first impression you make. However, it is even more important to take care of your appearance when you return your application and ultimately, during your interview.



A note on resumes - most part-time jobs for teens do not require a resume. However, having one may impress your potential employers and therefore increase your chances of getting the job. Even if you have no prior work experience, you can use a resume to emphasize your personality, special skills, and other experiences.

## How do I complete an application?

Virtually every job application will ask you for some of the same information. It's helpful to collect this information in advance - it makes completing the application much easier. The things you will need to know are:

- Education info: your school's name, address, phone number, and dates attended. If you have gone to other schools in the past, you may need the same information for those schools. Additionally, make a list of any AP classes you have taken or special programs in which you have participated.
- Previous employers, if applicable: Names, addresses, phone numbers, supervisors' names, your position and job description, dates of employment, and why you stopped working there.
- References: names, phone numbers, and relationships of people who know you well. Have 3-4 handy. Do not use friends or family members, instead use neighbors, teachers, coaches, or family friends. Make sure you ask permission from each individual before you list them as a reference! Additionally, sometimes you are required to have known your reference for a minimum amount of time (e.g., one year).
- When you will be available to work.
- Many applications also ask about special skills or hobbies and how these might apply to the job.

When completing a application, make sure you write legibly or type your answers.

## An interview? Oh no!

If an employer is interested in hiring you, he or she will typically call to arrange an interview within a week or so of turning in your application. Interviewing can be a nerve-wracking process, so here are some tips that might help.



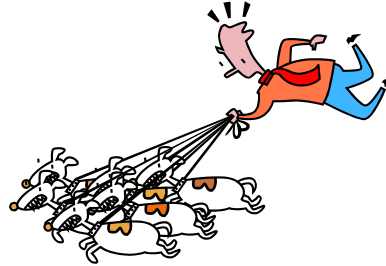
- Appearance: In nearly all cases, "business casual" is appropriate. This means khaki pants, knee length (or longer) skirts, polo shirts, or button down shirts or blouses. Your clothing should be clean and unwrinkled. Do not wear jeans, shorts, miniskirts, tank tops, belly shirts, t-shirts, flip-flops, spike heels, etc. In some cases, you may feel overdressed for the interview. However, it is better to be overdressed than underdressed!
- When you arrive for your interview, introduce yourself to the interviewer and wait to be offered a chair before sitting down. Sit up straight and maintain comfortable eye contact. Do not fidget or chew gum. Pay attention and be polite. In general, just be on your best behavior!
- Try to get a good night's sleep before your interview. If you're hungry, eat something beforehand - you do not want your stomach growling! Arrive for the interview a few minutes early, and bring an extra copy of your resume (if you have one) and your list of references.
- Lastly, try not to be nervous! If you were called for an interview, you are halfway to the job! Chances are, there is no reason you should not get the job - just relax and be yourself!

If there is a job you really want, or you are having trouble getting hired, follow up on an application or an interview with a phone call or thank-you note. Do this about a week after you turn in your application or have your interview. Call and speak to whomever is in charge of hiring - do your best to actually speak with the person rather than leaving a message. Let them know that you are still interested in the position.

## What if I don't want a job?

Remember, you can also try to make money working on your own. If you would like to start your own business in the future, or would just like to work on your own schedule rather than someone else's, this can be a good option. Some ways of working for yourself include:

- Baby-sitting
- Yard care
- Housecleaning
- Dog-walking/pet-sitting
- Running errands
- Washing cars



Be resourceful! Look critically at yourself. What are your talents, and how can you use them to make money? If you are good with computers, you may be able to find people who need their computers fixed or just need help learning how to use them. If you enjoy artwork, you may be able to create art and sell it in local galleries or online. Just remember, these types of jobs are much more variable than traditional summer jobs. If you are looking for a steady income, you may want to find a regular part-time job.

# Good Luck!