

# TeenBytes



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# TEEN BYTES

## How to Get Your Summer Job

## INTRODUCTION

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As the school year ends, high school students and graduates start thinking about how to spend their summer.

This means getting a job to earn extra cash and gain valuable work experience. Before teens and young adults start looking for a job, deciding what you want to do is essential. Even though you may not have experience, various positions are available for teens.

The following are seven tips for high school students and young adults seeking summer employment.

### (1) START EARLY

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The earlier you start looking for a summer job, the better. Employers start advertising their summer positions as early as February, so watch for job postings online and in your local community. This way, you can avoid the last-minute rush and increase your chances of finding a suitable job.

### (2) KNOW YOUR STRENGTHS

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Before applying for jobs, you must find your strengths and interests. This will help you narrow your search and apply for jobs aligning with your skills and passions. For example, consider a sales or customer service job if you are a strong communicator.

### **(3) CREATE OR UPDATE YOUR RÉSUMÉ**

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Creating a well-crafted résumé can set you apart from other applicants and increase your chances of getting the job.

Remember to highlight your education, skills, and earlier work experience. If you do not have any work experience, consider including volunteer work, extracurricular activities, or academic achievements.

### **(4) BE PROFESSIONAL**

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When applying for a job, it is essential to present yourself professionally. To start, complete your job applications in their entirety.

If you are applying for jobs online, be sure to bookmark or write a list of the jobs you applied for. This will allow you to keep track of the positions and prepare for emails and phone calls from potential employers.

For hand-written applications, print neatly and attach any requested documents, such as your résumé, references, and school transcripts.

Also, remember to dress for success. This means dressing appropriately, preparing for the interview, and following up after the interview.

Being dependable, responsible, and eager to learn can positively change potential employers.

## **(5) BE OPEN-MINDED**

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While you may have your heart set on a particular job, it is essential to keep an open mind and be willing to consider other opportunities. Summer jobs can be a great way to explore different career paths and gain valuable industry experience.

## **(6) NETWORK**

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Networking is a powerful tool that can help you find job opportunities not advertised online or on television. Contact family, friends, and acquaintances to see if they know of any job openings. Attend community job fairs or networking events to meet potential employers and learn about available positions.

## **(7) BE CONFIDENT (even if you are not)**

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Being nervous about a job interview is normal, but confidence can play a big role in your interview and performance.

To be confident in a job interview, avoid fidgeting, make eye contact with your interviewer, and do not rush to fill silences.

Working to connect with your interviewer and asking questions also shows confidence, and dressing well and taking deep breaths can help you feel surer of yourself.

## KEY TAKEAWAYS

Finding a summer job can be a rewarding experience for high school students and graduates by starting early, knowing your strengths, creating a resume, and being professional and open-minded. Plus, networking increases your chances of finding a job that aligns with your goals and interests. Good luck with your job search!



# TeenBytes



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## ***What is TeenBytes?***

TeenBytes is a collection of downloadable guides for teens and young adults.

## ***What is TeenBytes Mission?***

TeenBytes' mission is to empower students by developing their strengths, fostering collaboration, and employing personalized strategies for success.

## ***What resources does TeenBytes offer?***

TeenBytes offer referral, resources, and guides featuring educational tips, job readiness, mental health, wellness, and more.

## ***How much is it cost to access TeenBytes resources and guides?***

TeenBytes is 100% free. Click download on the guides that interest or help you.

## TeenBytes

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*\*NOTE: We have not independently reviewed or endorsed these programs in this guide.*