

Your Employee and Family Assistance Program is a support service that can help you take the first step toward change.

Summer Job Checklist for Your Teen

If your teenager is bored of spending summers stuck at home, it may be time that he or she applies for a summer job. With plenty of summer job opportunities available for teens, your teen will be able to earn money, gain valuable work experience and even foster networking opportunities for the future.

Here is a checklist that summarizes the steps your teen will need to follow as they search for a summer job.

Talk to people. Employers, friends, relatives, neighbours, employment counsellors, etc. Tell them you are looking for a summer job and ask them if they know of any opportunities.

Read. Visit youth employment centres in your area and read the job ads in the community newspapers and local bulletin boards.

Search the Internet. There are a number of websites that offer government positions for students. Your school's guidance counsellor will be able to provide you with listings for your area.

Try the "walk-in" method. Choose companies you'd like to work for (you can look online or in the phone book) and visit them. Map out a route each day. This can mean walking into the stores in your neighbourhood, talking to folks at the local community centre or sports clubs, etc.

Talk to former employers. They may not have any current job openings, but they may know someone that does.

Record. Keep notes, so you can follow up on calls or visits you've made. Keep a record of the people you've talked to and the positions you've applied for. Make sure you get the name of the person you spoke to so you can call back, if necessary.

Application Forms

When filling out job applications, be sure to take extra care and consider the following:

- Remember to be neat when you fill in an application form. Sloppy writing is hard to read.
- Read the questions carefully to make sure you answer each correctly.
- Once you've finished, read it over and check spelling and grammar carefully.

Résumé and Cover Letter

A résumé is a short description of who you are and what you've done, like an ad for yourself. The cover letter is what you send along with the résumé to let a potential employer know you are applying for a job.

You may not need a formal résumé for a summer job. But if you do, consult with your school's guidance counsellor to help you write your résumé and cover letter.

Interviews

When your job search efforts pay off, you'll likely be called for a job interview. Consider the following

tips to make the best first impression:

- Before the interview, find out all you can about the job you are applying for and the company or organization.
- Make sure you arrive on time (or a little early).
- Always look your best. First impressions count, so be sure to wear clothes that are neat and clean.
- Anticipate—and prepare for—the kind of questions you can expect in your interview.

Searching for a summer job can be a daunting and sometimes discouraging task for many teens. As a parent, be sure to offer your continued support and encouragement. For additional advice and information, consult with your teen's school guidance counsellor or visit your local youth employment centre.

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