

The Basics of Getting a Job

Figure out who you are and what you have to offer -

- Talk to people who know and like you... how would they describe you?
- Look at some lists of skills & character traits... which ones best describe you? **Use Power Words!**
- List your accomplishments & experience

Learn about some job options –

- www.snocooyouthworks.org (jobs, mentorships, internships)
- www.worksourcewa.com (Career Tools / Career One Stop / Skills & Interest Assessments)
- <https://www.facebook.com/AmeriCorpsYouthCareerNavigation/> (Watch for job fairs & events)
- Teen job options
 - Retail
 - Fast Food
 - Amusement Centers
 - Helping Neighbors (childcare, yard work, pets)
 - Manual Labor
 - Office / Business Assistant
 - **Apprenticeships**
(Earn while you learn, for ages 18 & older)
 - Mentorships & Internships
 - Neighborhood Youth Programs
 - Community Service Organizations and Non-profits

Experience / Training / Certifications that might help you –

- CPR & First Aid Training (schools, fire departments, Red Cross, private companies)
- Food Handler's Permit -
<https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard>
- Babysitting Certifications - <http://www.redcross.org/take-a-class/babysitting-child-care>
- **Volunteering can get you valuable experience** and connections!

Visit the **WorkSource Youth Center** to get some help! (Free for ages 16-24)

3201 Smith Ave., Everett, WA 98201 / 425-374-2796 / <http://www.worksourceonline.com/y/>

(Adults 18 and older can also go to WorkSource in Everett, Lynnwood, Monroe –

www.worksourcewa.com click on "Resources" & then "WorkSource locator" & then click on Snohomish County in the map.)

Prepare your resume, and get some help to make it the best it can be.

- Understand that you may have more than one resume at a time, as you target specific jobs.
- Get it copied onto nice paper for sharing in person.
- Save as a pdf for uploading online.

The steps to bringing it all together and making it happen!

- Make sure you have/know your Social Security Number, valid identification, and a plan for transportation.
- Make sure you have a good phone number and email address for professional contact purposes.
- **Consider preparing a 30-60 Second Commercial** / Elevator pitch to use at hiring events and in job interviews.
- **Learn to fill out a job application**; create a Master Application you can use when filling each of them out.
- Find people to serve as references (get their permission) & to write letters of recommendation for you.
- **Learn to write a cover letter**. Create one for each job application. (When required)
- **Learn about how to do well in job interviews**. (Get some appropriate interview clothes.)
- **Learn how to network**, and do it! 80% of jobs are filled this way!
- Start your search! Apply for several jobs, and don't get discouraged if it takes a while! And don't be afraid to just walk into places you'd like to work and ask if they are hiring. Fill out an application either way.

Keep looking for education and training opportunities to make you more valuable (high school classes can be part of this – especially at Sno-Isle Tech - <http://snoisletech.com/> - Juniors and Seniors only). There are many ways to pay for college... talk to your school's career center, or someone at the WorkSource Youth Center for more information.