

# GET THE JOB

## Get your First Job as a Teenager

As a teenager, finding a part-time job is a significant milestone in developing independence and responsibility.

Unfortunately, without prior experience, it can be challenging to be noticed by hiring managers. However, with an understanding of how the employment process operates, you can learn to navigate the journey through each step. Here are some tips to get started.

### DRAFT A RÉSUMÉ

When searching for an entry-level position, it's likely that you won't be required to turn in a résumé. Still, bringing along a document to turn in with an application shows a hiring manager that you are responsible and serious about the position.

But what do you put on your form without any previous work experience? The answer is anything that shows off your abilities to lead and work as a team. Here are some ideas.

- Showcase experiences that express your discipline, commitment and willingness to work hard. Instances can include volunteering for charitable causes or assisting the



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faculty at school with tasks.

- Document activities you pursue either in the classroom or as a hobby. Involvement with school clubs, sports or music lessons can help display your dedication to success.

- Highlight any leadership positions you've participated in within the school organization or around your community.

It's also helpful to list a few personal references who will express their admiration for your perseverance and drive to find employment.

### FIND LEADS

An easy way to find companies that are hiring is by asking your friends who are already employed. They may be able to talk to their supervisor

about bringing you in for an interview or have another acquaintance who knows of an available position.

Don't limit your lead search to other teenagers. You should also consider asking teachers, neighbors, family contacts and school counselors if they are aware of an opportunity. The more doors you knock on, the more results you can

expect.

### PRACTICE FOR AN INTERVIEW

Landing an interview without prior work experience is already an incredible accomplishment. The meeting is your time to shine and impress a hiring manager, so it's crucial to practice public speaking techniques.

Ask a parent or friend to help you research frequently asked questions in interviews and prepare quick and confident answers. During the appointment, maintain eye contact, offer a firm handshake and ensure clear communication to show your eagerness.

### FOLLOWING UP

After an interview, a vital aspect of the process is following up. If you aren't contacted in a week, make an effort to call the manager or visit the business to check on your application. Showing your enthusiasm and interest in the position can often lead to rewards.

However, if the interviewer reveals that they won't pursue you for the job, it's essential to contain your disappointment and thank them for the opportunity. Ask if they are willing to share why they made the decision so you can adjust your job-seeking strategy in the future.



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### HOT JOB PROFILE

#### COACHES AND SCOUTS

**Number of jobs in 2019:** 292,000

**Job outlook, 2019-29:** 12% (much faster than average)

**Employment change, 2019-29:** 34,300

**The role:** Coaches teach amateur or professional athletes the skills they need to succeed at their sport.

**Education required:** Coaches and scouts typically need a bachelor's degree. They also must have

extensive knowledge of the game. Coaches typically gain this knowledge through their own experiences playing the sport at some level. Although previous playing experience may be beneficial, it is typically not required for most scouting jobs.

**Job outlook:** Increasing participation in high school and college sports may boost demand for coaches and scouts.

Source: U.S. Bureau of Labor Statistics

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