

TIPS FOR OBTAINING YOUR FIRST JOB

◆ Start researching possible jobs in your community

Think about where you would like to work: the hours, if it is indoors or outdoors, working with food, clothing, or children. Try not to be picky— the first job will be a ticket to many more.

◆ Get the word out.

You can post flyers in your neighborhood detailing jobs that you can do, such as lawn mowing, babysitting, or dog-walking. You can also post your information on a website or job board, but be ware of giving out personal information until you trust the other person.

◆ Use your connections.

Talk to friends and family about any paying jobs they might know of, and follow through. After you have landed a job with a family friend, or through a referral, know that person has spoke for you and now it is your turn to make them proud.

◆ Look the part

Dress as good, or even better than the current employees. Get a haircut and do not wear jeans. Males be sure to wear a collared shirt. Females absolutely no sandals, cleavage, or short skirts. ***Don't forget a smile!***

◆ Volunteer

Sometimes the best way to get a paying job is to begin as a volunteer and work your way up. Treat your volunteer work as if it were a paying job - arrive on time, call as soon as you know you can't come in, or are going to be late. Listen and learn about the organization. Do such a good job they learn to rely on you.

◆ Create a resume.

Even if most jobs you apply for don't ask for a resume, it's a good exercise, and it's useful to have your work history and education details all written out in one place. It makes filling out applications much easier. And it assures your future employer know you are well prepared. Consider scanning your photo in the corner of your resume.

◆ Be sure to make contact with the right person

Connect with the person who is doing the hiring and inquire when is the best time to return your application.

◆ Apply early and plan to return many times

The most important key to getting jobs to apply as soon as you hear about jobs. Always be on the lookout- sometimes recruitment starts as early as February or March for summer jobs. Plan on return 4 or 5 times and make sure you are contacting the correct manager for information.

◆ Go to an interview

One of the most often asked questions is: Why do you feel you are qualified for this job? Let them know how positive you are, always willing to help out, and go out of your way for special requests. ***Be sure to let the manager know you are drug free and always plan to be on time.*** Send a thank you note after your interview expressing your gratitude for the opportunity.