

Youth Job Readiness Toolkit



The **Youth Job Readiness Toolkit** can help you prepare for your first job. Each section gives you things to think about and actions to take to get ready. Included are sample applications and forms that can keep you organized.

There are five sections in the toolkit:

1. [Who Are You Now?](#)
2. [Update Your Personal Data Form](#)
3. [Job Search Tips](#)
4. [Tips on How to Prepare/Update Your Resume](#)
5. [Get Ready to Talk – Cold Calls and Interview Preparation](#)

Development of these materials was funded by SUNY *Great Potentials* for a program that took place at the Peekskill High School during 2017. If you have questions about this content or your job search, email us at outreach@wlsmail.org.

Introduction – Keep Going!

Thanks for being part of the Job Readiness Program during spring 2017. We hope that you found it interesting AND useful.

As you look for work experience and plan for your future, remember that you can continue to use the information and tools that we used in the workshops. Your ideas about yourself will evolve as you grow older and wiser. You will gain experience in life and in the work force. You will probably want to be choosier about the type of work experiences you seek.

For these reasons and more, we have assembled a toolkit based on topics and forms introduced in the workshops which can be used as a reference.

The toolkit has 5 sections:

- Who Are You Now?
- Update Your Personal Data Form
- Job Search Tips
- Tips on How to Prepare/Update Your Resume
- Get Ready to Talk – Cold Calls and Interview Preparation

It also includes the forms noted below that you will continue to need, update, and save as you look for work experience. These forms include:

- Personal Data Form
- Record of Contacts Made
- Record of Applications Completed
- Record of Job Search Website Registration
- Self-Reflection about Me

Further, there is now a website at www.firstfind.org/gp that has these documents ready to use. **Note:** It is very important to keep your Personal Data Form up-to-date. Keep a copy of it in your email folder (you can send yourself an email with an attachment of the file). You will then be able to use it anytime you need it to complete a job application

Remember, if you have any questions or need assistance with anything, contact the friendly librarians at the Field Library at 914-727-1212.

Best of luck!

Who Are You Now??

**Update Your Personal
Data Form**

Start The Search

**Prepare/Update Your
Resume**

**Get Ready To Talk -
Cold Calls and
Interview Preparation**

I. Who Are You Now??

We are constantly changing. What you were interested in last year is probably different than what you are interested in now – and it will be different next year too.

Take some time to keep up with your ever-changing self. Included in this section is the tool we introduced in the workshop to guide you in exploring yourself. Use it to reflect anew on your strengths and skills.

You can also ask your friends, family members, teachers, and others to tell you some of the same things from their perspectives. You can ask:

- What do you think I'm good at?
- What do you feel are my greatest strengths?

Answers to these questions will help you to identify strengths and skills. You can also use them to find words that will highlight these things, which you can then use to introduce yourself to potential employers or agency staff.

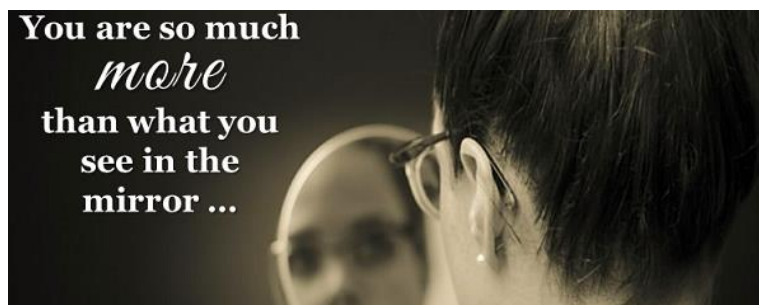
You can also ask different adults the following questions:

- Do you know someone I can speak with about finding a job or an internship?
- Do you know someone who may need extra help with (fill in the blank with what's interesting to you such as babysitting, yard work, etc.)
- What advice can you give me on how to find a job?

These answers you get from others can also become a networking tool that can make these people aware that you are looking for work experience or an internship.

Form included in this section:

- Self-Reflection About Me



Self-Reflection About Me

1. What am I good at? [List anything that comes to mind (unloading dishwasher, playing x sport, organizing, cooking, singing, watching younger kids, talking with adults, etc.).]
2. What's hard for me?
3. Who am I? (There is no right or wrong answer.)
4. What are 3 - 5 adjectives I can use to describe myself.
5. What's important to me?
6. What do I enjoy? (such as favorite classes, sports, music, friends, other interests.)
7. What bores me?
8. What is my most valuable skill?

II. Update Your Personal Data Form

As stated before, we are always changing – the person who started the workshop in 2017 is probably a different person than the one reading this now. Maybe you've had some work experience. Maybe you've found new interests and skills than you had before. Maybe you have new goals.

Make sure that all these changes are included in your Personal Data Form. Having this form ready to use will help you when you complete any application – you can make sure that all information that is necessary is accurate and up-to-date. The section on *Employment History* can include self-employment activities, such as babysitting, yard work, etc. Make sure to include information about any volunteer experience that you have. Finally, *References* are important part of job applications. A reference is someone who can say that you were on time, dependable and good at completing assigned tasks. Your references can include teachers, staff from community agencies or churches, or previous employers. Do not use family members.

You can and will use all of this information when you fill out applications – on paper or in the Internet - for jobs, volunteer work, or internships. A sample of an application for a job at Playland shows what a paper application may look like. There is also an example of an online job application that you may see if you apply for a job at MacDonald's or Pet Smart. Online applications can be tricky. You usually need to create a user name and password to gain access to the application itself. Keep a record of your user name and password for each application because you may want or need to check the progress of your application.

If you have never completed an online application, you may want to try doing so. Find a website of a very big employer (like MacDonald's). You can often find applications under "Careers." Once you find the online application, you can answer the questions. You will probably see some questions that have nothing to do with your experience. For example, you may be asked to choose the statement you agree with more, like this one:

When going out, I usually let others decide where to go.

OR

I do not mind using flattery to get ahead because I believe others do the same.

There is no right or wrong answer here. Just be honest and do your best.

Note: Always have your Personal Data Form up-to-date and ready to use. Keep a copy of it in your email folder (you can send yourself an email with an attachment of the file). You will then be able to use it anytime you need it to complete an online application (thank goodness for copy and paste!) or a written application (you can use your phone to read information from your data form).

Forms included in this section:

- Personal Data Form
- Sample Job Application from Playland
- Sample Online Job Application

Personal Data Form

Name							
Mailing Address							
Telephone				Alternate Phone			
Email				Social Security Number			
Employment Desired							
Position Title:							
Days/hours available to work: Complete all that apply.							
I have no preference <input type="checkbox"/>	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>	Sunday <input type="checkbox"/>
	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:	Start: End:
I am seeking a summer position:							
Weekends:	Part Time:	Full Time:	Part Time or Full Time:				
Education							
Name of High School:							
School Address:	Years Completed: 1 2 3 4	Did You Graduate?: Yes_____ No_____	Expected Date of Graduation:				
Name of High School:							
School Address:	Years Completed: 1 2 3 4	Did You Graduate?: Yes_____ No_____	Expected Date of Graduation:				
Employment History (list current or most recent employment first)							
Employer, (Name/ of Company/Organization)							
Address							
Dates Employed	From: Month/Year	To: Month/Year					
Job Title/Major Responsibilities/Skills, Knowledge and Abilities							
Supervisor/Leader			Contact? Yes No			Phone	
Reason for Leaving					Ending Salary		

Employer , (Name of Company/Organization)		
Address	From: Month/Year	To: Month/Year
Job Title/Major Responsibilities/Skills, Knowledge and Abilities		
Supervisor/Leader	Contact? Yes No	Phone
Reason for Leaving	Ending Salary	

Volunteer History

Volunteer Activity/Organization Name		
Dates Volunteered	From: Month/Year	To: Month/Year
List Responsibilities:		
Supervisor/Leader	Contact? Yes No	Phone

Volunteer Activity/Organization Name		
Dates Volunteered	From: Month/Year	To: Month/Year
List Responsibilities:		
Supervisor/Leader	Contact? Yes No	Phone

Volunteer Activity/Organization Name		
Dates Volunteered	From: Month/Year	To: Month/Year
List Responsibilities:		
Supervisor/Leader	Contact? Yes No	Phone

Other skills, knowledge, and abilities not listed above, acquired through hobbies or interests. Include other languages spoken.

References		
1. Name	Relationship	Phone/email
2. Name	Relationship	Phone/email
3. Name	Relationship	Phone/email

Application for Summer Employment 2017

EARLY RETURN OF THIS APPLICATION IS SUGGESTED.

The minimum age for employment is 16.

Complete both sides of this application and return to:

Playland Park
Playland Parkway
Rye, New York 10580
Attn: Human Resources Department

Personal Information

Last			First			Middle			Social Security #		
Name:			/			/			/		
No.		Street		Apt.		City		State		Zip	
Address:			Tel. # ()			Cell # ()					
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you a Westchester County resident? <input type="checkbox"/> Yes <input type="checkbox"/> No				E-mail address: _____			
If not, age? _____				Minimum age for hire: 16							

Education

	Name & Location	Attendance Dates	Course or Major	Date Degree Received/Expected
High School				
College or Business School				
Graduate or Professional School				

Certificates or Special Training:

Employment History

(Last 5 Years)

Name & Location of Employer	From Mo./Yr.	To Mo./Yr.	Type of Work or Position	Salary	Reason for Leaving

Have you worked for Westchester County Government before? Yes No Which Department: _____

Reason for leaving: _____

In addition to English, are you fluent in any other language? Yes No If yes, specify: _____

Do you have any computer skills?

Yes No

If yes, please specify: _____

Keyboarding Skills?

Yes No _____ WPM?

Can you operate any other equipment?

Yes No

If yes, specify: _____

Place a "1" next to your 1st choice ♦ a "2" next to your 2nd choice ♦ a "3" next to your 3rd choice

- | | | |
|----------------------------------|-------------------------------|-----------------------------------|
| 1. Cashier _____ | 6. Restroom Attendant _____ | 11. EMT _____ |
| 2. Ride Operator _____ | 7. Beach/Pool Attendant _____ | 12. Management _____ |
| 3. Kiddyland Operator _____ | 8. Maintenance _____ | 13. Office Clerk _____ |
| 4. Sweeper/Garbo Attendant _____ | 9. Guest Services _____ | 14. Other (please indicate) _____ |
| 5. Ride Attendant _____ | 10. Lifeguard _____ | |

Dates available to work: from _____ to _____
Mo./Day Mo./Day

Do you have a Driver's License?

Yes No Type: _____

Availability

Which months are you available to work weekends?

April Yes No May Yes No June Yes No July Yes No August Yes No

I am available to begin working every day beginning on April _____ May _____ June _____ July _____ August _____

Can you work?					
Saturdays	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sundays	<input type="checkbox"/> Yes <input type="checkbox"/> No	Holidays	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Weekdays	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evenings	<input type="checkbox"/> Yes <input type="checkbox"/> No

List hours and days you are available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From (time)							
To (time)							

Where did you hear about this program/job? _____

Comments: _____

- WERE YOU EVER DISMISSED OR DISCHARGED FROM ANY EMPLOYMENT FOR REASONS OTHER THAN LACK OF WORK OR FUNDS? YES ___ NO ___
- DID YOU EVER RESIGN FROM ANY EMPLOYMENT RATHER THAN FACE DISMISSAL? YES ___ NO ___
- DID YOU EVER RECEIVE A DISCHARGE FROM THE ARMED FORCES OF THE UNITED STATES WHICH WAS OTHER THAN HONORABLE, OR WHICH WAS ISSUED FOR OTHER THAN HONORABLE CIRCUMSTANCES? YES ___ NO ___
- HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (FELONY OR MISDEMEANOR)? (GIVE DETAILS) YES ___ NO ___
- HAVE YOU EVER FORFEITED A BAIL BOND POSTED TO ANSWER ANY CRIMINAL CHARGE? (GIVE DETAILS) YES ___ NO ___
- ARE YOU NOW UNDER CHARGES FOR ANY CRIMINAL OFFENSE (FELONY OR MISDEMEANOR)? (GIVE DETAILS) YES ___ NO ___

IF YOU ANSWERED "YES" TO ANY QUESTIONS ABOVE, YOU MUST GIVE SPECIFICS, INCLUDING DATE, NATURE, AND CURRENT DISPOSITION. ATTACH ADDITIONAL 8 1/2 X 11 SHEET.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND CRIMINAL RECORDS CHECK.

THIS AFFIRMATION MUST BE COMPLETED: I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application(s) for employment are subject to investigation and verification.) This application may be used for review by the prospective appointing authority as part of a background investigation.

PURSUANT TO 210.45 OF THE NEW YORK STATE PENAL LAW, IT IS A CRIME PUNISHABLE AS A CLASS "A" MISDEMEANOR TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.

By accepting employment with the County of Westchester, I hereby agree to submit to any and all forms of drug testing (such as urinalysis, breath and/or blood testing) as a condition of Seasonal Employment with Westchester County in accordance with Westchester County's Comprehensive Drug-Free Workplace Policy & Procedures. If applicable, if offered employment, you additionally will be subject to the Westchester County fingerprinting policy under which your appointment may be conditioned on the results of a fingerprinting investigation.

DATE: _____ APPLICANT'S SIGNATURE: _____

IF UNDER AGE 18, SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED

"I have read my child's/ward's completed application form and hereby give my permission for him/her to be hired by Westchester County for the purpose of Seasonal Employment and I further give my permission for him/her to receive emergency medical treatment if necessary. If at any time I revoke this permission, I will do so in writing to the Westchester County Department of Human Resources, and upon receipt by the Dept. of Human Resources of said revocation my child's/ward's employment shall be terminated".

By my signature below, I hereby give my permission for _____ to submit to any and all forms of drug testing (such as urinalysis, breath, and/or blood testing) as a condition of Seasonal Employment with Westchester County in accordance with Westchester County's Comprehensive Drug-Free Workplace Policy & Procedures.

DATE: _____ SIGNATURE of PARENT or GUARDIAN: _____



ROBERT P. ASTORINO, County Executive

The County of Westchester is an Equal Opportunity Employer.

Playland Park Employment Verification Request

Dear Applicant:

Please complete the following information. If you have no employment history, please complete the "Additional References" information.

Name of Individual: _____

SSN: _____

Previous Employers:

- | | | | | | |
|----|-------|--------------|---------|---------|--------------------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| | Name | Phone Number | From | To | Reason for Leaving |
| | | | Mo./Yr. | Mo./Yr. | |
| 2. | _____ | _____ | _____ | _____ | _____ |
| | Name | Phone Number | From | To | Reason for Leaving |
| | | | Mo./Yr. | Mo./Yr. | |

Previous School(s):

- | | | | | | |
|----|-------|--------------|---------|---------|--------------------|
| 3. | _____ | _____ | _____ | _____ | _____ |
| | Name | Phone Number | From | To | Reason for Leaving |
| | | | Mo./Yr. | Mo./Yr. | |

Additional References:

If you do not have any previous employment, please list three personal references. These references can either be from places of worship, youth groups, teachers and/or guidance counselors.

- | | | | |
|----|-------|--------------|---------------------------|
| 1. | _____ | _____ | _____ |
| | Name | Phone Number | Relationship to applicant |
| 2. | _____ | _____ | _____ |
| | Name | Phone Number | Relationship to applicant |
| 2. | _____ | _____ | _____ |
| | Name | Phone Number | Relationship to applicant |

I, _____, hereby authorize my current or former employer, school, college and/or
(print name)
personal reference to provide Playland with information and documentation concerning my application for employment. Such information/documentation may include, but is not limited to, the information stated above.

Applicant Signature: _____ Date: _____

TO BE COMPLETED BY APPLICANT'S FORMER EMPLOYERS
This form may be copied as needed.

Playland
Human Resources Department
Playland Parkway
Rye, NY 10580
914-813-7010 (Phone)
914-813-7055 (Fax)

Name of Individual: _____

SSN: _____

Dear Employer:

Please answer the following questions regarding employment of the individual named above with your company. Kindly fill out the information and fax to the number listed above. If you require additional information, please do not hesitate to contact us. Your help is greatly appreciated.

	<u>Above</u> <u>Average</u>	<u>Below</u> <u>Average</u>	<u>Average</u>
Ability	_____	_____	_____
Attendance	_____	_____	_____
Punctuality	_____	_____	_____
Productivity	_____	_____	_____
Dates of employment	From: _____	To: _____	
Would you re-hire?	Yes _____	No _____, If no why? _____	
Reason Employment Ended:	_____		
Additional information:	_____		

Representative Name: _____

Title: _____

Representative Signature: _____

Date: _____

Sample Online Application

Personal Contact Information

Date * (mm/dd/yyyy)

Last name *

First name *

Middle name

Present address: Street *

City *

State *

Zip Code *

Phone number *

E-mail Address *

Are you 18 years or older? * Yes No

Are you legally authorized to work in the United States? * Yes No

What position are you applying for?

Enter how many hours per week you desire to work

If hired, would you be able to start immediately? * Yes No

If "No", when are you available to start?

What is your desired salary?

Are you employed now? * Yes No

If so, may we inquire of your present employer? Yes No

Have you ever applied to this company before? Yes No

Where?

When?

Who referred you?

* Required Field

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Education History

High school (name & location)	<input type="text"/>
# of years attended	<input type="text" value="Select One"/>
Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No
Subjects studied	<input type="text"/>
College (name & location)	<input type="text"/>
# of years attended	<input type="text" value="Select One"/>
Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No
Subjects studied	<input type="text"/>
Trade, business, or correspondence school (name & location)	<input type="text"/>
# of years attended	<input type="text" value="Select One"/>
Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No
Subjects studied	<input type="text"/>
Subjects of special study or research work	<input type="text"/>
Special skills	<input type="text"/>
Activities (civic, athletic, etc.)	<input type="text"/>
U.S. Military Service (Branch and Dates)	<input type="text"/>
Rank	<input type="text"/>
Are you a U.S. Military Veteran?	<input type="radio"/> Yes <input type="radio"/> No

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Employment History

Former employer #1 Name	<input type="text"/>
Address	<input type="text"/>
Start Date (month & year)	<input type="text"/>
End Date (month & year)	<input type="text"/>
Salary	<input type="text"/>
Position	<input type="text"/>
Reason for leaving	<input type="text"/>
Former employer #2 Name	<input type="text"/>
Address	<input type="text"/>
Start Date (month & year)	<input type="text"/>
End Date (month & year)	<input type="text"/>
Salary	<input type="text"/>
Position	<input type="text"/>
Reason for leaving	<input type="text"/>
Former employer #3 Name	<input type="text"/>
Address	<input type="text"/>
Start Date (month & year)	<input type="text"/>
End Date (month & year)	<input type="text"/>
Salary	<input type="text"/>
Position	<input type="text"/>
Reason for leaving	<input type="text"/>
Which of your past jobs did you like best?	<input type="text"/>
What did you like most about that job?	<input type="text"/>

Copy & paste your resume in the space provided:

References

Reference #1 Name	<input type="text"/>
Address	<input type="text"/>
Business	<input type="text"/>
Years acquainted	<input type="text"/>
Reference #2 Name	<input type="text"/>
Address	<input type="text"/>
Business	<input type="text"/>
Years acquainted	<input type="text"/>
Reference #3 Name	<input type="text"/>
Address	<input type="text"/>
Business	<input type="text"/>
Years acquainted	<input type="text"/>

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III. Start the Search

Now you can start your search - for a volunteer position, an internship, or a job. The key to a successful search is **organization**. Keep track of what you are looking for, who you have contacted, what applications you have submitted. There are forms included in this section to help you stay organized. Here are some things to consider:

- 1) Think about what type of experience you want to look for.
 - Do you want to gain some experience in a career field that interests you?
 - Maybe you want to volunteer at a local agency (such as the Peekskill Youth Bureau or the Field Library).
 - Maybe you want an internship where you can get work experience and learn about a specific field.
 - Or maybe you want a job with a salary.

You can search for more than one type of experience at the same time, but make sure you keep a list of places you would like to contact.

- 2) Think about where you want to look.
 - If you learned any tips from people you've have spoken with when you were identifying your strengths and skills, write this information down.
 - Look in the Help Wanted section in local newspapers.
 - Look for signs in windows of local businesses.
 - Check with *Volunteer New York* (www.volunteernewyork.org) for volunteer and internship opportunities.
 - Check the **List of Possible Employers to Contact (Peekskill Agencies)** on the next page for more ideas of places to apply.

Remember that you can also create your own position via your own skills. If you like working with kids, you can look for work as a babysitter. If you want to work outdoors, you can see if folks need someone to mow their lawns, or you can shovel snow in the winter months. There are plenty of web tools that can help you create a flyer or business cards to advertise yourself – look in Google Doc, Microsoft Office, or Mac Pages.



3) Next you will need to contact the agency you are interested in. There are different ways to make these contacts.

- Will you make a phone call?
- Visit an agency in person?
- Complete an online application?

However you do it, use the **Log for Contacts Made** to keep track.

4) Finally, you will need to complete applications for positions. Have your Personal Data Form updated and ready to use. You may also need a resume to submit (see the next section). Use the **Log for Applications Completed** to keep track of the positions you've applied for. Remember that applications completed on the Internet will need you to choose a username and password for each agency, and you may need to return to the agency website to track or update your application. Use the **Job Search Website Registration Log** to record the usernames and passwords you selected for each agency.

Note: If you are under 18 and applying for a paid position, you will need to show the employer that you have **Working Papers** (see the page in this section for details).

Forms included in this section:

- List of Possible Employers to Contact (Peekskill Agencies)
- Record of Contacts Made
- Record of Applications Completed
- Record of Job Search Website Registrations
- Information on Working Papers

List of Possible Employers to Contact in Peekskill

Agency Name	Address	Phone
Peekskill Youth Bureau	228 Main Street, Peekskill, NY 10566	914-737-3400 X14
Peekskill Parks and Recreation	1 Robin Drive, Peekskill, NY 10566	914-734-7275
Westchester Community College, Peekskill Ext. Center for Digital Arts	27 North Division Street, Peekskill, NY 10566	914-606-7300
Hudson River Health Care	1037 Main Street, Peekskill, NY 10566	914-402-7178
Field Library	4 Nelson Avenue. Peekskill, NY 10566	914-737-1212
Peekskill Senior Nutrition Center	4 Nelson Avenue, Peekskill, NY 10566	914-734-4254
Under My Wings Family Day Care Center	517 Harrison Avenue, Peekskill, NY 10566	914-734-8033
Westchester Community Opportunity Program (WestCop) at Peekskill Community Action Partnership	(Bowman Towers) 709 Main Street, Peekskill, NY 10566	914-739-1454
Homestyle Desserts Bakery	24 Water Street, Peekskill, NY 10566	914-737-6616

**Record of Contacts Made
Job/Work Experience Opportunities**

Contact Made (Name of Employer Or Organization)	Date	Person You Spoke To (Name, Title)	What You Learned about Possible Job/ Work Experience Opportunity

(OVER)

Working Papers (Employment Certificates) & Labor Law Requirements for Youth Under 18

If you are 14 or older, you are officially allowed to join the workforce (after school, on the weekends, holidays, and during the summer). However, teens under 18 years old will need an Employment Certificate (often referred to as working papers). Working papers are divided into two age groups (14-15 and 16-17) and are given to the employer before you start to work.

14-15 year olds - Your working papers are **blue**.

16-17 year olds - Your working papers are **green**.

Why do you need working papers? Working papers serve as the official proof that you are eligible to work. They were established to ensure that businesses do not take advantage of you by scheduling you too many hours while you are still a minor in school and during the summer as well.

Labor laws help protect you and your rights as a worker. The New York State Department of Labor (NYSDOL) and the United States Department of Labor do not allow certain jobs to be taken by people of certain ages because of the hazards that may come along with that job. Your age affects the jobs that you may be able to take! For more information on New York State Child Labor Laws, check out: <http://labor.ny.gov/youth/index.asp>

How Do You Get Your Working Permit?:

- Go to your guidance office and ask for an Employment Certificate (working papers) application.
- Follow the instructions and fill out the application. You will need to take the application home to have it signed by your parent or guardian.
- Return your completed application, signed by your parent or guardian, to the guidance office secretary with a copy of your Social Security card and the results from a recent physical (within the past 12 months).

When Can You Work?

When School IS in Session:

Age	Maximum Daily Work Hours	Maximum Weekly Work Hours	Maximum Number Of Days Worked Per Week	Work Times
14 - 15	<u>School Days:</u> 3 hours	18 hours	6 days	7:00am to 7:00pm
	<u>Non-School Days (Weekends/Holidays):</u> 8 hours			
16 - 17	<u>Monday-Thursday:</u> 4 hours	28 hours	6 days	6:00am to 10:00pm
	<u>Friday, Saturday, Sunday & Holidays:</u> 8 hours			

When School is NOT in Session (Summer):

Age	Maximum Daily Work Hours	Maximum Weekly Work Hours	Maximum Number Of Days Worked Per Week	Work Times
14 -15	8 hours	40 hours	6 days	7:00am to 9:00pm (June 21 to Labor Day)
16 -17	8 hours	48 hours	6 days	6:00am to Midnight

IV. Prepare/Update Your Resume

Everyone needs an up-to-date resume. Your resume is an opportunity to make a strong and positive impression on potential employers or agency staff. A good resume will show people that you are serious and ready to work. It will relate who you are and why they should call you for an interview. Remember, getting a position will rely on that interview.

Forms included in this section:

- Selling Yourself – Resume Preparation
- Resume Template
- Two Sample Resumes



Selling Yourself - Resume Preparation

Communicate your experience and qualifications. Make sure your resume is well written and that it does not have any mistakes.

Simple formats are best. Resumes do not have to be in fancy formats or printed on color paper. Stick to one font (print style) and the content should be all the same size type, with the exception of your name which can be a bit larger.

Do not include a photo or personal identifying details such as your age, marital status and nationality.

Take ownership of your Resume - When you are working with someone else, (such as a parent, counselor, or friend), it is very likely someone will have strong opinions/recommendations to “improve” your resume.

That’s OK, but remember it is **your** resume. You need to be able to talk about or explain all the facts on the resume. The person who helped you will not be with you during an interview.

Brand your resume - Save the file on your computer using your name, such as “Suzy Smith resume.” This makes it easier for an employer to find your resume if you send it by email.

Save it - send a copy to yourself by email. When you do this, you will be able to open your email account to access a copy from any computer at anytime.

Identify yourself correctly - The top of the resume includes important information: your name, address, phone number and email address. Use correct state abbreviations. Make sure that capital letters are used for city and street names, and remember to include a period for St., Ave., or Rd. There is no need to write *Phone Number* or *Email* next to these items.

Note: Include the phone number that you are most likely to answer professionally AND that gets good reception. Make sure that your voice message is appropriate for receiving calls for potential employers.

It is essential to have a professional email address. hotbabe@yahoo.com or cooldude@hotmail.com is not very businesslike. You should use your last name and your first initial, or first and last name, whenever possible. This also makes it easier for someone to see who an email is from.

Including an Objective (or Not) - The objective is a way to describe the type of job you are looking for. It is usually a short sentence stating that you have the experience, the education or the training for a particular kind of job, for example

Seeking a position in retail sales or cashiering that uses my strong work experience and outstanding customer service skills.

You do not have to include an objective on your resume.

If you do include an objective, make sure that it fits the job you are applying for. If you use a resume to apply for a job that doesn't match your objective, change the objective or take it off.

Describing your work experience

- List experience in chronological order with the most recent jobs at the top.
- Don't worry if it is a volunteer job or "off the books work" such as babysitting or helping a relative with house chores.
- Make sure the dates you worked, names of companies, and locations are included and spelled correctly. If you have worked as a babysitter for a family then list **self employed** as company.

List the job title in bold, then include the company name and location. Next include a short list of your duties or responsibilities at that job. Use the bullet format to list them. Try to begin each bullet with an action word like "greeted" or "organized" or "serve".

Note: Personal pronouns (including I or my) do not belong in resume content. Look at the objective above and you will see that it does not say, "I am seeking a position..." The description of work duties should not say, "I operated a busy register..."

Education Section - It is important that you are specific and correct with the name of any school you attended and the city and state where it is located. In this section you can also list classes you have recently taken that may be relevant to a position you are interested in.

Personal Interests/Activities - These can include details that you might have in common with an interviewer, or that relate to the job you are interested in. Don't make up interests just to complete this section.

References - You do not need to include a section called References. There is also no need to include the line, "References will be furnished upon request." Everyone assumes you will give references when they are requested.

Get a second opinion

Once you have completed your resume, ask someone else to read it. Another person can check for errors that you may miss when you read the same thing so many times. A second opinion can also help make sure that what you wrote is easy to understand.

Your Name

123 Your Street
Yonkers, NY 10701
914-12304567
name@gmail.com

EDUCATION

Month 20XX-Present

High School City, ST

Expected Graduation Date

- List any honors, special achievements, or awards here in separate sections below

EXPERIENCE

Month 20XX-Present

Company Name City, ST

Job Title

- Correct spelling and punctuation are essential in a resume.
- One of the keys to writing a good resume is to learn how to write short “snippets” that demonstrate what you did (action) and what you accomplished (result).
- Try not to repeat the same responsibilities for each position even if they are similar jobs.

Month 20XX-Present

Company Name City, ST

Job Title

- Bullets are used for two or more listings

VOLUNTEER EXPERIENCE

Job Title

- Bullets are used for two or more listings

INTERESTS / ACTIVITIES

- These can include personal items that relate to the job you are interested in
- Include other interests that you may have in common with an interviewer such as music or a sport
- List sports, clubs, and/or organizations you belong to

SKILLS

- Include languages spoken, computer experience, such as proficient with Microsoft Office, Internet search, and/or Social Media

Mackenzie Rideout

6 Bristol Street, Arlington, NY 12133

Phone: 566.486.2222

Email: mac.rideout@gmail.com

Education

Arlington High School, Arlington, NY

2012 - 2016

Experience

Pet Sitter

2014 - Present

- Provide pet sitting services including dog walking, feeding, and yard care.

Child Care

2012 - Present

- Provide child care for several families after school, weekends, and during school vacations.

Achievements

- National Honor Society
- Academic Honor Roll

Volunteer Experience

- Little League Coach
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Baseball Team
- Piano

Computer Skills

- Proficient with Microsoft Office, Internet, and Social Media

Samantha Jackson

54 Main Street, Apt 2B
Yonkers, NY 10701
914- 123-4567
Sjackson1102@gmail.com

EDUCATION

Yonkers High School, Yonkers, NY

Diploma expected June 2016

2016 Swim Captain; Varsity Swim & Dive team since 9th grade; Varsity Track Winter 2016; JV Lacrosse 2014 & 2015; French Club; Caprice Advisor to incoming freshman; Be a Friend committee - weekly luncheon with special needs students helping them with their social skills

EXPERIENCE

Nepperham Avenue Church, Yonkers, NY - Teaching Assistant

September 2012 - Present

Assist teacher with art projects and lessons for a class of 12 Kindergarten students on Sunday mornings.

Self Employed, Yonkers, NY - Babysitter

2011 - Present

- Care for children ages 2 - 12 while parents are out on weekends.
- Actively employed by four families since 2011.

Mount Tom Day Camp, Pelham, NY - Camp Counselor

June 2016 - Aug 2016

- Responsible for the care of ten 5 - 6 year old girls with two other counselors.
- Assisted with activities including swimming, arts & crafts, sports, and snack time.

EXTRA CURRICULAR ACTIVITIES

- Basketball and running

Section V: Get Ready to Talk – Cold Calls and Interview Preparation

Sections I – IV helped you gather the information and tools for a successful search for work experience. Key tools/topics reviewed included:

- Self-assessment to understand your strengths and skills. Also feedback, referrals and suggestions from friends, relatives and other adults about potential work experience opportunities.
- An update of your personal data form so it is ready to use. (Make sure that you have 3 references with contact information who are ready to speak about you)
- A nice-looking resume
- Appropriate working papers issued by your school district (if you are under 18).
- Having forms ready to use that will help you keep track of what agencies/ employers you contact, where you submit an application, and what username and password you use for an online application. Be organized!

Now it's time to use these tools to contact and pursue work experience opportunities in a live setting – it's time to talk!

1) **Cold calls:** Sometimes there are opportunities available that are “hidden” - the employer has not advertised an available position. *Cold calling* is when you contact an agency or business directly to ask if they have any jobs available. You can make a cold call in person by going to the location and asking to speak to the manager. You can also make a cold call by phone. Either way, make sure that you have prepared to introduce yourself and explain that you are looking for work experience. See the Sample Cold Call Scripts on the next page.

Before you make any cold call, take some time to learn something about the agency or business you want to contact. Visit a business to observe the types of services that employees perform. You can also reach out to current employees who work there to ask what their workplace is like. Finally, look at the *About Us* section on company's website to understand the company's values and mission. All these steps will help you to make a good impression when you make that cold call.



If you decide to make cold calls by visiting locations, make sure that you are dressed for the occasion – don't wear clothing like jeans, t-shirts, tank tops, etc. Also, bring a folder that has copies of your resume and personal data form (in case you are asked to fill out an application). Bring a copy of Record of Contacts Made and Record of Applications Completed so you can keep track of your visits.

If you decide to make cold calls by phone, make sure you are in a location that is quiet and without distractions. Make sure to have a copy of Record of Contacts Made handy so you can keep track of your calls.

2) **Interviews:** After you have made cold calls, or after you have submitted written or online job applications, you may be invited to an interview. Make sure that you prepare yourself before you go! Make sure to:

- Learn as much as you can about the company
- Prepare for common questions asked in an interview
- Look good!
- Bring copies of your resume and personal data form

Read the Job Interview Tips and develop answers to the Sample Job Interview Questions included on the next pages.

Forms included in this section:

- Sample Cold Call Scripts
- Job Interview Tips
- Sample Job Interview Questions



Sample Cold Call Scripts

Here are two samples of basic cold call scripts to use in person or by phone.

Sample 1:

Good afternoon. My name is _____. May I please speak with someone about work experience opportunities here at _____ (name of business/company/agency/organization) and how to apply.

Sample 2:

Good afternoon. My name is _____. I'm a student at Peekskill High School. I'd like to speak with the appropriate person please to discuss the possibility of my having a work experience with your _____ (business/company/agency/organization) this summer.

If you are making a cold call based on a referral and you know to whom you want to speak), start your call like this:

Good afternoon. May I speak to _____ (John Doe), please.

If asked the reason why you are calling or have stopped by, you can say:

I am looking for work experience. It was suggested that I speak with _____ (use person's name, i.e. Mr. Doe) to learn about available opportunities for high school students in your _____ (business/company/ agency/ organization).

Job Interview Tips

Don't Be Late!

- The very most important thing is to be on time! If you are late, no matter how prepared you are - you will have already left a bad impression with the employer. Aim to arrive 10 to 15 minutes before your appointment.
- Make sure you know how to get to the location. Try to go there a few days earlier, at the same time as your appointment. This will help to ensure you are able to arrive on time on the interview day.

Be Prepared

- Learn about the company. If you are applying for a specific position, understand the job description. This will help you answer interview questions, such as, "Why do you want to work here?"... "Why do you want this position?"
- Anticipate questions, prepare answers, and practice answering questions.
- Dress appropriately for the interview. Select your outfit to look your best. Do NOT wear clothing like jeans, t-shirts, tank tops, miniskirts, etc.
- Bring your completed Personal Data Form, Make sure that you have accurate information about your 3 references.
- Make sure you bring a copy of your resume.

Be Confident But Not Overconfident

- Silence your mobile phone.
- Don't chew gum or candy.
- Listen carefully to the interview questions, think before answering. Answer questions honestly, completely and, where possible, in full sentences.
- Be prepared to speak about and to give examples of your experiences, skills, strengths and talents, which support your being a good candidate for a position. Examples could include babysitting, lawn mowing, volunteering, school projects, extracurricular activities, etc.

Be Professional

- Shake hands firmly.
- Speak formally and make eye contact.
- Be prepared to ask a few questions about the position. Inquire about the next steps in your being considered to be hired.
- Thank the person for the interview.

Good Luck!!

Sample Job Interview Questions

Job Interview Questions I May Be Asked
<ul style="list-style-type: none">• Tell me about yourself? Answer:
<ul style="list-style-type: none">• What are your strengths? What are your weaknesses? Answer:
<ul style="list-style-type: none">• Why are you interested in this job? This company? Answer: