

# RIVERSIDE YOUTH COUNCIL



## YOUTH EMPLOYMENT RESOURCE, RESUME AND INTERVIEW SKILLS GUIDE

## WHEN AND WHERE ARE TEENS ALLOWED TO WORK?

(NAPS)—Every year, millions of teens work in part-time or summer jobs. Early work experiences can be rewarding, providing great opportunities to learn important skills. However, the type of jobs that teens are hired to do should not jeopardize their health or well-being.

Under the leadership of Secretary Elaine L. Chao, the U.S. Department of Labor launched the YouthRules! initiative. This initiative promotes positive and safe work experiences for young workers by educating parents, teens, employers, and educators about the types of jobs teens can hold and the number of hours they can work.

### 14- and 15-Year-Olds Can Work Outside School Hours:

After 7 a.m. and until 7 p.m. (hours are extended to 9 p.m. June 1 through Labor Day)

- Up to 3 hours on a school day
- Up to 18 hours in a school week
- Up to 8 hours on a non-school day
- Up to 40 hours in a non-school week



### Jobs Teens Can Perform:

- 13-year-olds or younger can baby-sit, deliver newspapers, or work as an actor or performer.
- 14- and 15-year-olds may work in a variety of jobs including those located in offices, grocery stores, retail stores, restaurants, movie theaters, amusement parks, baseball parks or gasoline service stations. However, they are prohibited from working in jobs declared hazardous by the Secretary of Labor.
- 16- and 17-year-olds can work in any job that hasn't been declared hazardous. There are 17 hazardous jobs young workers under the age of 18 are prohibited from doing. Some of these jobs include mining, meatpacking or processing, using power-driven bakery machines or paper-product machines, roofing, and excavation operations. Most driving is also prohibited.

Once you reach 18 years of age, you are no longer subject to the Federal youth employment laws.

Different rules apply to youth employed in agriculture. States may also have different laws. For more information about this initiative, including what jobs are considered hazardous, you can log on to [www.youthrules.dol.gov](http://www.youthrules.dol.gov) or call the Department's toll-free phone number at 1-866-4USWAGE.

## RESOURCES FOR TEEN EMPLOYMENT

### WEBSITE RESOURCES

The Teens4Hire website offers many resources for teens seeking employment.

The following Top 10 articles are included on the website:

- Top 10 Tips to Land a Job
- Top 10 Qualities Employers Want Most in a Teen Candidate
- Top 10 Tips for Teens on How to Write a Resume
- Top 10 Places for Teens to Look for a Job

Go to [www.teens4hire.org](http://www.teens4hire.org)

The following websites offer job searches, additional information on teen jobs and employment and links to other resources:

1. [www.jobsearch.about.com](http://www.jobsearch.about.com)
2. [www.snagajob.com](http://www.snagajob.com)
3. [www.grovejob.com/resources/contents](http://www.grovejob.com/resources/contents)
4. [www.quintcareers.com/teen\\_jobs.html](http://www.quintcareers.com/teen_jobs.html)
5. [Www.mycoolcareer.com/jobs](http://Www.mycoolcareer.com/jobs)

### LOCAL GOVERNMENT WEBSITES

The County of Riverside Human Resources website: [www.rc-hr.com](http://www.rc-hr.com)

The City of Riverside Human Resources website: [www.riversideca.gov/human/](http://www.riversideca.gov/human/)

### BOOKS

1. The Teenager's Guide to the Real World  
Available at [www.bygpub.com/books/tg2rw](http://www.bygpub.com/books/tg2rw)
2. The Complete Idiot's Guide to Cool Jobs for Teens  
Available at [Amazon.com](http://Amazon.com)

## WHAT DO YOU NEED TO INCLUDE IN A RESUME?

*A resume is a one or two page written summary of your talents, skills and experiences that can help an employer determine if you are qualified for a job. A good resume will give the employer immediate insight into who you are and what type of employee you might be.*

**Personal Contact Information:** Your name, address, phone number, and email address should be placed at the top of the page. Your name should be highlighted in bold and slightly larger than the rest of the text.

*Note:* Be sure your email address is appropriate for a job search. Email addresses should reflect the serious side of you. Often it is better to have a separate email for professional correspondence. Email addresses are available at no cost at [www.yahoo.com](http://www.yahoo.com). It is important to make sure your telephone contact is a number where a potential employer can leave you a message. The greeting on your phone should be professional too.

**Objective:** What kind of job do you want? Be specific and make your objective relative to the company you are applying to. Include the position you hope to acquire and the skills you have that qualify you for the position. *Example:* A position as a receptionist that will allow me to utilize my strong communication and organizational skills. A position in a restaurant that will allow me to utilize my experience as a hostess.

**Education:** Provide the name of your school and graduation year or expected graduation year. Also include any outside classes, training or workshops you have taken and the locations and dates of the experience.

**Work Experience:** If you've worked at a paid job, list the name of each employer, your job title, the dates of your employment and your basic job duties. If you have not worked at a paid job, list any significant volunteer positions you have held. Always list your most recent position first.

**Special Talents and Skills:** List any special skills you've acquired such as typing, word processing, event planning, music, drama or language proficiency.

**Activities and Leadership Positions:** List after-school activities, such as sports, clubs, community service projects, youth councils/committees, and offices held.

**Honors and Recognition:** Describe any specific recognition, honors or awards you have received for academic, athletic, or community service activities. Remember to list the date you received the award.

**References Available Upon Request:** Be prepared to provide contact information for at least two references including name, address, telephone number and email contacts. References may include, teachers, former employers, coaches and/or advisors. Remember to let your references know in advance that a potential employer may contact them regarding your application.

## RESUME WRITING TIPS AND CHECKLIST

Never make anything up. If you falsify any part of your resume and it is discovered you can lose your job, no matter how long you have been employed.

Always type your resume and save a copy on the hard drive of your computer. In this way you will be able to edit the document easily when you apply for a different position or when you need to update your activities, experience and/or education.

All information should be listed in reverse chronological order.

Do not use personal data such as weight, height, birth date, age or ethnicity

Your G.P.A. and/or class rank should be included in the Education section

To be most effective, your resume should address some of the following skills and personal characteristics:

Ability to solve problems and make decisions	Listening skills
Ability to be self motivated	Integrity/honesty
Oral communication skills	Sense of responsibility
Ability to be a team player	Initiative
Ability to plan and organize	Ability to be a logical thinker
Ability to handle stress	Dependability

1. Describe your achievements in brief phrases, not sentences, using both action verbs and self-descriptors. Example:
  - Skillfully researched history of rock and roll for City Council power point
  - Maintained strong GPA while working after school 3 days a week
  - Independently founded and ran a chapter of the national SADD program for 3 years
2. When listing work or community experience, list your position title first, followed by employer or organization, city and state and dates of involvement
3. Do not list references, simply state that they are available upon request
4. When formatting your resume, try to leave a 1-inch margin on all four sides - never less than a  $\frac{3}{4}$  inch margin. Bold all section headings. Use the same font throughout your resume.
5. Proofread your resume and make sure it has no spelling or grammar errors, and no typing mistakes. Then print the resume on a quality bond paper in white or very light off-white color.

## SAMPLE RESUME

### SUSIE JOB SEEKER

1418 Wood Road • Riverside, CA 92508  
(951) 555-1212 • E-mail: sjseeker@aol.com

#### OBJECTIVE

To obtain a position in a restaurant that will allow me to utilize my experience as a server while attending the University of California at Riverside.

#### EDUCATION

George Washington High School: June 2005  
G.P.A. 4.2 Graduated with Highest Honors  
Class Ranking: 28 of 587

#### WORK EXPERIENCE

Server, California Pizza Kitchen	Corona, CA	February 2005 – September 2005
Server, Joe's Italian Restaurant	Corona, CA	August 2002 – January 2005
Magician's Assistant, The Magic Emporium	Corona, CA	September 2000 – June 2004

#### ACTIVITIES AND LEADERSHIP POSITIONS

California Scholastic Federation	2003 – 2005
Varsity Cheerleading Squad	2004 – 2005
President, St. Thomas Youth Team	2001 – 2004

#### RECOGNITION AND HONORS

California Scholarship Federation	Lifetime Member
Kiwanis Club Scholarship Recipient	May 2005
Highest Honors, Academic Achievement	2002 – 2005

#### COMMUNITY SERVICE

St. Thomas Church Community Projects	
Volunteer 10 hours per month	2001- 2005
Corona Multi-Cultural Festival Planning	2004 – 2005
Corona Youth Court Juror	2004 – 2005
Chair, Voter Registration Campaign	August – November 2004
Adopt-A-Street	2001 – 2003

*References Available Upon Request*

## COVER LETTER

A cover letter should be included with each resume you distribute. The cover letter gives you a chance to tell the employer a little more about yourself than you did in your resume. A well-written cover letter can provide the opportunity for you to sell yourself in a more personal way.

Address the cover letter to the person who has the ability to make the decision to hire you. Include the name of the person, correct title, and the business address in the top left hand corner of your letter.

### COVER LETTER FORMAT

Your address

Date

Name and Job Title of Contact Person  
Company Name and Address

**Personal Salutation** The salutation should only be included if you have the name of a specific individual you are writing to.

**Introduction:** Your opening paragraph should state the specific position you are applying for and how you came to apply for this position. If an individual referred you to the company, give the name of the person who referred you.

**Body:** The middle paragraph of the cover letter should explain your qualifications as they relate to the position you are seeking, but should not repeat what is listed in your resume. This is a good place to talk about your skills and personal characteristics.

**Concluding Paragraph:** The last paragraph should be used to request an interview or arrange a convenient time for you to call their office to set up an appointment. Note: Be sure to follow through and contact the company if you have not heard from them within a week after sending your resume.

**Closing:** The closing should include your name typed and signed in pen.

## SAMPLE COVER LETTER

Susie Job Seeker  
1418 Wood Road  
Riverside, CA 92508

August 30, 2005

Mr. Robert Boss  
Felipe's Famous Eatery  
555 Mission Inn Road  
Riverside, CA 92501

Dear Mr. Boss,

I am writing to apply for the server position at Felipe's Famous Eatery. A mutual acquaintance, Brad Pitt, suggested I contact you once I was settled in at the university. Mr. Pitt used to frequent the California Pizza Kitchen where I was last employed and often complimented me on my pleasant attitude and excellent serving skills.

I have worked as a part time hostess and server for the past three years. I have a strong work ethic and truly enjoy working with the public. I've been told that Felipe's Famous Eatery is a first-rate restaurant known for its excellent service. I believe that with my experience and demonstrated ability as a restaurant worker, that I would be a valuable addition to your staff.

I have enclosed my resume for your review. I will contact your office next week to schedule a convenient time for an interview. Thank you for your consideration of my request.

Sincerely,

Susie Job Seeker



## PREPARING FOR THE INTERVIEW

1. ***Be confident.***  
Don't minimize your abilities or accomplishments because you are unsure or shy. As a young person, many of your achievements will be related to school or community service. These experiences can show commitment and values, both important characteristics of a good employee.
2. ***Research the company you hope to work for and read the job description thoroughly.***  
Know the requirements of the position you are seeking. Be ready to discuss your personal strengths and practical skills as they relate to the position. Employers are immediately impressed with an informed applicant.
3. ***Choose an appropriate outfit that is clean, pressed and professional in appearance.***
  - Do not wear revealing clothing or trendy shoes.
  - Excessive make-up and oversized jewelry or body piercing should also be avoided.
  - Your hair should be worn conservatively and your nails should be clean and trimmed.
  - Dress for success in the workplace, not the school campus or favorite Saturday night hang out spot. You might even want to wear the outfit you choose for a few hours before your appointment so that you are comfortable during the interview.
4. ***Think about questions you might be asked at the interview. For example, an employer might ask you to explain why you would like to work at the company, what you expect to be paid, and why you think you should be hired over another applicant.***
  - Be prepared to answer questions with specific examples based on individual experience, personal insight and common sense.
  - Practice with friends or family and listen to their feedback. Many times others see us in a different way than we see ourselves.
  - If you're not sure whether you agree with their advice, conduct a practice interview in the mirror paying special attention to your body language, eye contact and overall appearance.
5. ***Once you have considered possible questions you may be asked by a potential employer and prepared answers to these questions, say the answer to the questions out loud and listen for words or phrases that are slang or pause words.***  
Some teens have a tendency to overuse the words "like" or "you know" - or when nervous, pause midway uttering too many "uh's" or "um's." Content is key, but delivery is also important.
6. ***Prepare 2 to 3 questions to ask the employer at the end of your interview.***
  - Asking questions relevant to the company and/or the position will show the employer that you are both interested in the job and thoughtful about its requirements.
  - End of the interview questions can also clarify any areas that remain unclear such as hours you will be working, training, and advancement opportunities.

## DURING THE INTERVIEW

Be on time

- Plan to arrive ten minutes early that way you know you won't be late.

First impressions are vitally important.

- Take a last minute look in your car mirror or stop by a nearby bathroom mirror before you arrive.
- Make sure your appearance is neat. Tuck in your shirt, straighten your tie, check your jacket for loose hairs and touchup your makeup.
- Check your teeth for food particles.
- Turn off your cell phone.
- Spit out your gum.

If you haven't filled out an application already, do so carefully.

- Print legibly.
- Answer questions with complete sentences. Double-check your answers for spelling and punctuation errors.
- Answer every question and answer honestly.

If you have already filled out an application, have something else to do while you wait.

- Look confident and busy, even if you only doodle in a notebook while you wait.
- Sit up straight and pay attention to your body language. The receptionist will be watching you for nervousness or inconsistencies.

Stand up if the interviewer walks in to the room and be ready to shake hands.

- Purses and notebooks should be held in your left hand.
- Be sure to smile and make eye contact.

Relax and pay attention to the interviewer

- All your preparation will help you feel confident, but you need to listen carefully to the interviewer's questions.
- Don't interrupt. You may think you know the question but wait until it has been asked completely before you answer.
- Be yourself and relax. Don't be afraid to let your personality come through when answering questions.

#### Maximize your experience

- Employers know that for a teen applicant, it is likely to be their first paid job. Community service, babysitting, odd jobs like yard work or car detailing all offer an employer insight into key characteristics such as commitment and reliability.
- Some skills that transfer from any “job” are flexibility, communication, punctuality, responsibility, and attitude.

#### Be enthusiastic

- Let your energy shine. Employers want to know that an applicant is excited about working.
- Smile during the interview. Show the interviewee that you are happy to be there.
- Show your interest by asking questions about the job and the company.

#### Make yourself stand out at the end of the interview

- Let the employer know you are interested in the job. Ask the interviewer if there is anything else they would like to know about you before you leave the office.
- Ask when the company will be making the hiring decision.
- Before you leave, shake hands, make eye contact, and thank the interviewer for their time and consideration.

### AFTER THE INTERVIEW

Write a thank you note when you get home and either send it to the company, addressed to the interviewer, or hand deliver it. This thoughtful gesture will make you stand out from the other applicants.

Follow through and contact the interviewer if you have not heard back from them within the time period suggested at the end of your interview. Be sure to be courteous, even if you don't get the job. Good manners and graciousness will keep you in mind when another opportunity comes up.