

Tips for Teens

How to Introduce Yourself to Employers

Be professional. Prepare a short introduction (about 15 seconds) where you say who you are and what you're good at. Show why you would be a great employee. Keep it short and to the point.

Example 15-Second Introduction:

- **Greeting:** Hi, my name is Dylan Lemay. I have experience working as a cashier.
 - **Interest/Passion:** I enjoy helping customers and making their shopping experience easy and pleasant.
 - **Strengths:** I am good at handling money, helping customers with their purchases, and keeping my workspace clean.
 - **Example:** Last summer, I worked as a cashier at Jewel-Osco, where I helped keep the checkout lines moving quickly. I also helped bag groceries and answered customer questions.
 - **Goal:** I want to gain more experience in customer service and retail.
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What to Expect When Looking for a Job

If you are a teen looking for your first job, you may need to fill out an application online and create a resume. Before you start your job search, think about what kind of job you want and what hours you can work.

Resume Writing Tips

- Check your spelling, punctuation, and grammar.
 - **PROOFREAD!** Then ask someone else to check it too.
 - Keep your descriptions short and clear.
 - Show your strengths and good work habits.
 - Include any achievements or awards.
 - Use simple, easy-to-read fonts like Times New Roman or Arial.
 - Read the job description and make sure your resume matches what they are looking for.
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Getting to Work

If you have a driver's license and a car, that's great! If not, look for jobs close to home so you can walk or bike to work.

Interview Tips

- Learn about the company before the interview.
- Bring copies of your resume.
- Arrive early (5-10 minutes).
- Make eye contact.
- Stay positive and friendly.
- Practice common interview questions.

Common Interview Questions

Tell me about yourself.

- Keep your answer between 60-90 seconds. Talk about your experience, skills, and why you want this job.

What are your strengths and weaknesses?

- Think about what you are good at and what people have complimented you on.
- For weaknesses, mention something you are working to improve, like "I sometimes focus too much on small details."

Questions to Ask the Manager

- What hours will I work?
- What are the biggest challenges in this job?
- What does a normal workday look like?
- I saw that the pay is listed as \$15-19 per hour. How much does this position pay?

Be Ready to Share Examples

In an interview, you may be asked to talk about a time you:

- Led a project or helped a team.
- Made a mistake and how you fixed it.
- Solved a problem or faced a challenge.

These questions help the employer see how you handle different situations. Think of a few stories in advance that show your teamwork, leadership, and problem-solving skills.

After the Interview

- Thank the interviewer for their time.
 - **Send a Thank-You Note** within 1-2 days.
 - **Example:**
"Thank you for interviewing me on (date). I enjoyed our conversation about (mention something specific you talked about). It was great to learn more about the (job title) position. I'm excited about the opportunity and look forward to hearing from you soon!"
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Turn Off Your Phone!

- Put your phone on silent or "Do Not Disturb" during the interview.
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When to Talk About Pay

Before your interview, research how much people in this job get paid in your area. Employers want workers with skills and experience, so don't sell yourself short. Make sure your resume and interview answers show why you are worth the salary.

- In the first interview, it's okay to ask about pay.
- If you get a second interview or a job offer, you can ask more about salary.
- If the pay is lower than expected, be ready to explain why you should be paid more (like experience, skills, or research on average pay).
- If you agree on a salary, ask for the details in writing. This can be in an email confirming your pay, job title, and responsibilities.