

Tips for landing YOUR First Job

Resume Writing Made Simpler

1. **Gather all information** needed (address, phone number, dates of employment/ volunteer work, the job description that you're applying to)
2. What **skills** do you have?
3. Choose a resume **template** and format
4. Write the **essential sections**
 - a. Header
 - b. Professional Summary
 - c. Skills Section
 - d. Work History
 - e. Education section
5. Check the formatting and **PROOFREAD!**
6. Have someone else **PROOFREAD** your resume.
7. Save, Print, and **APPLY!**

Tips for Managing your Money

1. Ask a parent to help you open a savings and checking account (a simple piggy bank will work for saving).
2. Always save before you spend! Save 10-15% of what you earn for the future (Pay yourself first).
3. Plan for the intended use of your money (i.e. savings, video game purchase, movies, shopping, etc.).
4. Create a budget and stick to it. Ask for help if necessary.
5. Understand the difference between the things you WANT versus things you NEED (i.e. video game vs. toothpaste).
6. Seek information about managing your money - ask your bank or a trusted adult for guidance.
5. Learn about the use of credit, interest rates and how to maintain a positive credit rating.
7. Know the difference between debit cards and credit cards. Debit cards are linked to your checking account vs. credit cards are linked to a finance company and charges interest/fees.
8. Track your spending to avoid overspending - Use a technology, such as an app, to help you.
9. Learn about scams, identity theft, and how to protect yourself online.
10. Learn from your mistakes and don't give up if you encounter a setback

The Do's of Interviews

- Be on time!
- Know yourself: your skills, achievements, and hobbies.
- Research the job you're interviewing for.
- Practice your interviewing skills.
- Dress for success
- Silence your cell phone.
- Know the hours you're available to work.
- Have an appropriate email address (ie. Firstname.lastname)
- Be realistic about wage expectations.
- Make eye contact
- Ask questions
- Follow-up with employers
- Be mindful of your body language

*For Phone and Video Interviews:

- Check your connection/reception
- Make sure the room is quiet and you won't be interrupted. (dogs barking, door bell ringing, cell phone chiming, etc.)
- For video interviews- make sure your surroundings are neat/clean- especially the background.

WHAT TO WEAR?



Sweater or cardigan
Polo shirt
Blouse
Khaki pants
Tie
Dress pants
Button-down shirt
Skirt or dress (not too short)

