

### Finding Summer and After-School Employment

#### What kind of Job are you looking for?

Jobs that will maximize earnings:

- If earnings are your priority, work involving heavy physical labor or difficult work conditions usually pay the most: construction companies, automotive plants, other large plants or mills (e.g., bakeries), state highway department, etc.

Jobs that will provide average to above-average earnings and relevant experience.

Jobs in which earnings are not very important but which will provide the most relevant experience in the field you want to explore.

- Consider volunteer occupations instead of paid employment or in addition to it. Volunteering will often allow you to gain experience in a potential career.
- Consider taking courses in business skills, computer skills or in a specific field related to your interests. One summer of special training can open many doors for future part-time or summer employment.

#### How can you find or create possible openings?

**Yellow Pages:** It is very useful for finding out whether certain types of services or occupations exist in your community, the approximate size of the company, the address and telephone number, and sometimes the name of the person to contact. Yellow Pages are organized according to business type, therefore simplifying the search for a specific field or type of work.

**Everyone you know:** Include friends, relatives, neighbors, etc. It pays to be bold. However, be as businesslike with them as with personnel people. They are, after all, prospective employers.

**Newspapers, directories, local employment agencies:** These sources list job openings; however, most jobs open to teenagers are not listed.

**Large hospitals, colleges, universities, etc.:** These institutions have special bulletin boards for openings. Find out where they are and check them regularly.

**Shopping centers and shopping malls:** Spend a day making inquiries at each place of business.

**Large professional buildings:** Check building directories for the types of business opportunities available.

**Classified Ads:** Place ads in local newspapers about services you can provide or the type of work you desire.

**Design and organize a service:** Advertise informally in your neighborhood. Use church or supermarket bulletin boards.

#### Whom should you approach?

- Identify the manager, director or person in charge.
- Ask for a specific job or position or inquire about a specific area or office (“I am interested in a position in your business office”).
- Send a cover letter and a résumé.
- Try to speak to the person in charge. Remember, the secretary cannot hire you!

#### How do you follow up?

- Contact the same person whom you dealt with initially.
- Keep calling. Show interest and persistence. Calling once a week is not too often unless told otherwise.
- Be prepared to go back when asked. It is important to be readily available for follow-up interviews.

#### What about your appearance and behavior?

- Dress appropriately for the interview. Even if the job itself requires jeans, wait until you’ve been hired before wearing them.
- Be prompt. Demonstrate by your behavior that you will be a responsible worker.
- Treat the interviewer with thoughtfulness and respect even if it is a friend or relative you have known a long time.

#### What are some sources of summer jobs?

- Parks or Amusement parks
- Camps or Recreation centers
- Fast food operations
- Sales
- Hospitals
- Friends and relatives
- Shopping malls
- Country clubs
- Political organizations
- State and local government institutions
- Lawn mowing service
- Day care centers
- Construction workers

#### What are some services you can provide?

- Babysitting
- House pet or plant sitting
- Lawn and garden care
- Window washing
- Housecleaning

