

- Starting your Job Search
- Preparing to Apply
- Applying
- Interviewing
- Keeping the Job

Start your Job Search

1. Start looking early.

It is not too early to look for a Summer Job now! Look for information about Job Fairs, hiring events and workshops offered throughout King County by Work Source Seattle- King County at www.worksourceskc.org.

2. Start your search online at www.go2worksource.com.

But remember **there is no single place where all jobs are listed!** Common sectors that hire workers without experience include hospitality and food service, recreation, childcare, camps, retail and landscaping.

3. Network.

Today over 70 % of people find jobs through networking. Networking is a key part of job hunting. All it means is talking to others-either formally or informally-about your job search and career goals. Let family, neighbors, teachers, coaches, community members and past employers know that you're looking for work.

4. Make a list of potential employers and visit them in person.

Dress for an interview. Bring a resume and ask to speak to the manager. Remember first impressions really matter!

5. Check out the list of employers who hire youth under 18 on the next page.

Company websites can help you learn more about businesses or organizations. A company's website is the first place that you should go to research an employer. Many Washington employers hire workers under the age of 18 to work in restaurants, grocery stores and offices, among other non-agricultural jobs.

6. Become your own business.

Offer your services in your community. You can market yourself through posting ads at community centers and other locations.

7. Volunteer.

Gain work experience, explore careers and help your community. Visit the United Way of King County's website for more information. <http://www.uwkc.org/ways-to-volunteer/>



Start your Job Search

Under 18 and in Need of a Job?
Check out these Youth Friendly Employers!

AMC – will hire 15+

www.amctheatres.com/careers/theatre-crew

Arby's – will hire 16+

arbys.com/careers

Babies "R" Us – will hire 16+

www.toysrusinc.com/careers/opportunities/

Baskin Robbins – will hire 16+

www.baskinrobbins.com/content/baskinrobbins/en/careers.html

Bed Bath and Beyond – will hire 16+

www.bedbathandbeyond.com/store/static/Careers

Best Buy – will hire 16+

www.sjobs.brassring.com/TGWebHost/home.aspx?partnerid=25632&siteid=5649

Burger King – will hire 16+

www.bkcareers.com/

Carl's Jr. – will hire 16+

www.carlsjr.com/jobs

Carters/OshKosh – will hire 16+

www.carters.com/carters-retail-new-store-employment.html

Chuck E. Cheese – will hire 16+

www.chuckecheese.com/careers/opportunities

Cinemark – will hire 16+

www.cinemark.com/employment.aspx

Claire's – will hire 16+

www.clairecareers.com/

Cold Stone Creamery – will hire 16+

www.coldstonecreamery.com/jobs/index.html

Dairy Queen – will hire 16+

www.dairyqueen.com/us-en/Company/Careers/

Dominos – will hire 16+

www.dominosbiz.com/Biz-Public-EN/Site+Content/Secondary/Careers/

Foot Locker – will hire 16+

www.sneakerjobs.com/

GameStop – will hire 16+

gamestopcareer-scorp.silkroad.com/GameStopCorporate/EmploymentListings.html

Hardee's – will hire 16+

www.hardees.com/jobs

Home Goods – will hire 16 +

www.tjx.com/careers_jobs.asp

IHOP – will hire 16 +

www.ihop.com/careers

Jack in the Box – will hire 17+

www.jackintheboxinc.com/careers/apply_now

Jamba Juice – will hire 16 +

www.jambajuice.com/connect-with-jamba/careers

JCPenney – will hire 16 +

jobs.jcp.com/

Jimmy John's – will hire 16 +

www.jimmyjohns.com/company/jobs/

Journeys – will hire 16 +

www.journeys.com/careers/

KFC – will hire 16 +

jobs.kfc.com/

Kmart – will hire 16 +

www.searsholdings.com/careers/

Kohls – will hire 17+

www.kohlscareers.com/

Macy's – will hire 16 +

www.macysjobs.com/

Marshalls – will hire 16 +

www.tjx.com/careers_jobs.asp

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Check out these Youth Friendly Employers!

Mcdonalds – will hire 16 +

www.mcdonalds.com/us/en/careers.html

Nike Store – will hire 16 +

www.nikeinc.com/pages/careers

Panera Bread – will hire 16 +

www.panerabread.com/en-us/company/careers.html

Papa Johns – will hire 15+

www.papajohns.com/careers/index.shtm

Pizza Hut – will hire 15+

www.jobs.pizzahut.com/

Platos Closet – will hire 16 +

www.platoscloset.com/careers

Popeyes – will hire 16 +

www.popeyes.com/careers/

Ralph Lauren – will hire 16 +

www.global.ralphlauren.com/en-us/about/pages/careers.aspx

Red Lobster – will hire 16 +

www.redlobster.com/employment/

Rue21 – will hire 16 +

www.careers.rue21.com/en/Careers.aspx

Safeway – will hire 16 +

www.careersatsafeway.com/

Sears – will hire 17+

www.searsholdings.com/careers/

Sonic Drive-In – will hire 16 +

www.sonicdrivein.com/Jobs

Starbucks – will hire 16 +

www.starbucks.com/careers/working-at-starbucks

Taco Time – will hire 15+

www.tacotimenw.com/taco-time-careers.aspx

Target – will hire 16 +

<https://corporate.target.com/careers>

TJ MAXX – will hire 16 +

www.tjx.com/careers_jobs.asp

Toys R US – will hire 16 +

www.toysrusinc.com/careers/

USPS – will hire 16 +, must have hs diploma

www.about.usps.com/careers/welcome.htm

Walmart – will hire 16 +

www.careers.walmart.com/

Wendy's – will hire 16 +

www.wendys.com/en-us/Careers+Search+Results?section=crew_opportunities&c...

West Marine – will hire 16 +

www.westmarine.com/webapp/wcs/stores/servlet/AboutUsView?langId=-1&store...

Which Wich? – will hire 16 +

www.whichwich.com/careers

Source: PugetSoundOff.org

<http://www.pugetsoundoff.org/>



Prepare to Apply

1. **Have a good resume ready to go.** It should detail your strengths, past employment successes and your skills. Include unpaid work, volunteer and other examples of how you have fulfilled commitments and demonstrated good work ethic.
2. **Prepare your 60 second commercial.** You can use this when networking or during an interview to talk about your strengths and motivations to work in a positive way. (See the examples on page 8.)
3. **Find references in advance.** Ask someone close to you, like a neighbor, teacher, church member, or former employer.
4. **Prepare a master application.** This will help you complete online or paper applications because you will have all the information ready to go. Use the attached form.
5. **Make a list of contacts** that can help you in your job search. Include former employers, teachers, friends, family members and neighbors.

Sell yourself and your brand. You choose brands all the time- when you are buying food, clothes and other products. **So what exactly is your brand?** Your brand is simply how you want to be seen by others in the marketplace.

An important part of what makes you marketable is your skills. We all have transferrable skills that can be used across different jobs. Be sure to identify them and provide examples of when you have used those skills in your resume.

Transferrable Skills	Examples of skills that you can use in multiple jobs
Communication	Writing, listening, using communication tools like email appropriately
Self-Management	Good time manager .organized, motivated, responsible, reliable
Interpersonal	Understanding , diplomatic, supportive, assertive

Resume

A good resume is essential to your job search. Employers use resumes to find out about your credentials and qualifications. Remember – your resume is your marketing tool and is the employer's first impression of you.

A resume is an easy and organized way to present yourself to an employer. It tells the employer how to contact you, what prior jobs you have had, what special skills you have, volunteer and work experiences you've had and about your education. Basically, a resume provides insight into which you are and what type of employee you might be. The job of a resume is to get you an interview.

Use spell check but remember that it will not find every mistake. For example, if you meant to type "Work Experience" but typed "Word Experience," spell check will not flag "Word" as a mistake.

- Carefully proofread your resume for typos and have one to two other people proofread it. Just one error could prevent you from getting an interview.
- Carefully proofread the resume for accuracy. Double-check dates, addresses, phone numbers and e-mail addresses. A mistake in a resume says to the employer that your work may be sloppy and inaccurate.
- Have a parent, teacher, or friend double-check that the spelling and grammar are correct. For help go to <https://fortress.wa.gov/esd/worksource/StaticContent.aspx?Context=ResumeWriting>



Applying

Employers use different types of application

1. **Remember to answer all of the questions** (use your sample master application). Incomplete applications might be deleted. Make sure that you indicate that you are available for the days and time the company needs you.
2. Remember to **pay attention to the questions**. Some companies use personality tests as part of the online process. Think before you answer those questions.
3. **Follow up in person 3-4 days after you apply**. Bring a resume, dress for an interview, and ask to speak with the manager or assistant manager. Just like any interview shake their hand, smile and make eye contact.

You might say:

"Hello. My name is ____ and I am following up on the application I recently submitted. I just wanted to make sure that you received it and see if you have made your hiring decision yet. I'm really excited about the opportunity to work with _____ because _____."

4. When someone you know refers you to an employer, **make direct contact in person, by phone or by email**. Make sure to follow-up and mention your networking contact by name. **It is your responsibility to connect.**

In your emails, remember to:

- Avoid unprofessional email addresses.
- Keep message short and to the point.
- Identify yourself in a professional manner.
- Give your message a descriptive subject.
- Finish with your intent to follow up. Provide another way for the person to contact you telephone number-Important make sure that your outgoing message is professional and easy to understand just like you would talk during an interview.

Your 60 Second Commercial

An essential part of your job search strategy is to be able to communicate to potential employers information about your strengths and motivation. Having your own commercial ready to go will allow you to use it when networking with friends, family, people in the community and others who might help you find a job. It is also a great way to be able to answer the question “Tell me about yourself”.

Here are two samples:

Good Morning, my name is Linda Bailey. I am looking for apposition as a kennel assistant with a veterinary clinic. I have two dogs and a cat at home that I care for and I enjoy working with animals. I have a pleasant personality and get along well with my peers and teachers. I have been babysitting since I was 12 and the families that I work for are always happy with the way that I care for their children and pets. I am comfortable working on my own and don't require supervision to get my work done. I would very much like to work for your clinic.

Hello my name is Jerry Smith. I understand that you are looking for busboys to work the summer season in your dining room. I am physically fit; I am on the track team at school and am not afraid of hard work. My teachers tell me that I am very personable and friends say that I am easy to get along with. I have limited work experience but I am always on time for appointments and would really like an opportunity to interview with you for this position.



Interview

The interview is one of the most important elements in the job search process.

1. **Practice** answering interview questions before your interview. For more details, visit: http://www.wa.gov/esd/guides/jobsearch/strategy/interview_effective.htm
2. **Research the company before your interview.** Show that you know about the company and the work that you'll be doing.
3. **Be on-time.** Arrive 10 or 15 minutes early to make sure that you are on-time!
4. **Dress appropriately.** Come to the interview neat, clean and wearing proper interview attire. Avoid being overly made-up. Dress conservatively, but comfortably.
5. **Greet your interviewer** with a firm handshake and warm smile.
6. **Sit up straight and lean forward in your chair.** Show you are confident and paying attention.
7. **Make eye contact** . Look the interviewer in their eyes to demonstrate you are interested in the job. Then relax.
8. **Bring a positive attitude to the interview.** Sell yourself by giving reasons why you should be hired. Tell the employer that you would really like the job and would work hard.
9. **Be honest.** If you don't have all of the skills and experiences required for the job, be honest but emphasize your eagerness to learn and ability to learn quickly.
10. **Be flexible.** Try to be flexible about your work hours or start dates.
11. **Thank the interviewer for their time.** Smile!
12. **Follow-up after your interview** with a thank you note as soon as you can. Call back or visit in-person within a week to show your interest.



Keep the Job

First day:

1. **Show up early and ready to begin** at least 5-10 minutes before your shift begins on. Being early shows that you are committed to the job.
2. **Make sure that you understand the rules** of what you should do if you are going to be late or if you are sick and not able to report to your work shift.
3. **Make sure that you have your manager's name and phone number** in your phone so you can follow the company's rules.

Every day:

1. Be as **friendly and outgoing** as possible. A positive attitude is critical.
3. **Be flexible and a team player.**
4. **Use good communication skills.** As an employee, you need to understand the importance of being specific when offering and receiving communication. Often times, meaning gets lost, twisted, or misunderstood because of not being specific enough in communicating or clarifying questions.
5. Be **polite and respectful** to your coworkers and the public.
6. **Show initiative.** Do more than your share of work.
7. **Learn to manage your money well.** Go to www.bettermoneyhabits.com for information about budgeting and financial planning.



Chronological Resume Example

Chris Wade

1111 11th Ave. S. | Seattle, WA 98000

Email:chriswade@gmail.com

Phone: (206) 555-5555

OBJECTIVE: To obtain a full-time position with a local organization that offers professional work experience and personal growth.

WORK EXPERIENCE

Department of Natural Resources (2013) Seattle, WA

Natural Resources Intern

- Collected samples of gases, soils, water, and industrial waste.
- Created recommendations to control or eliminate unsafe conditions.
- Inspected sanitary conditions at public facilities.
- Exceptional knowledge of geological terminology.
- Educated in forestry with proven experience successfully working in individual projects and as a team member.

Childcare (2012) Seattle, WA

- Substantial experience supervising children from various ages.
 - Educated in proper food handling and able to prepare meals.
 - Capable of performing proper safety procedures.
 - Maintained personal hygiene of children and work environment.
 - Supervised children with daily activities.
-

SKILLS AND ABILITIES

- Exceptional written communication.
 - Capable of explaining and providing item descriptions.
 - Organization and planning skills
 - Excellent interpersonal communication skills with experience working in a diverse work environment.
 - Hardworking and dedicated to profession.
 - Proficient in Microsoft Office and other computer programs.
 - Able to motivate others in the workplace.
 - Dependable and adapts well to different working environments.
 - Works well in a team and as an individual.
 - Excellent ability to motivate others at the workplace.
-

EDUCATION

Community College

GED Completion Program

Seattle, WA

Chronological Resume Example

Roberta Jordan

12345 Hemingway Ln.

Austin, TX 78722

(512) 456-7891 — R.Jordan@email.com

Detail-oriented, reliable and mature high school senior seeking a part-time retail sales position with a youth-oriented clothing environment to gain experience and insight into the fashion industry for a future career in fashion and design.

WORK EXPERIENCE**Seattle Country Club****Summer 2011 and 2012****Lifeguard**

- Monitored swimming areas for rule violations and drowning victims.
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas.
- Supervised entertainment activities sponsored by country club.
- Worked assigned shifts at check-in and concession stand.
- Attended training courses and maintained CPR certification.
- Taught summer swimming classes and received outstanding student evaluations.

Hawkins, Robins, Warbler and Finch, Attorneys at Law**Fall 2009 - Fall 2010**

- Picked-up and delivered catering and supplies for luncheons and corporate functions.
- In-house mail delivery and sorting.
- In-house document delivery.
- Assisted clerk in the law library.
- Delivered documents to and from the courthouse and other law offices.

Volunteer Work**Big Brothers/Big Sisters****2011 - 2012**

- Assisted with and participated in group activities and field trips.
- Monitored youth during activities.
- Tutored ages 8-13 and assisted with homework assignments.

School Organizations: National Honor Society 2011 and 2012 Pep Squad 2010 and 2011

Education: City High School 2010 – 2013 May 2013 Graduation

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@SeattleKingWDC

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YOUTHATWORK



The **Workforce Development Council of Seattle-King County** (www.seakingwdc.org) is a nonprofit workforce “think tank” and grant-making organization that oversees employment-related programs for youth, the adult workforce and employers in King County, with the goal of a strong economy and self-sufficiency for every resident. The Workforce Development Council of Seattle-King County is an Equal Opportunity Employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Telecommunications Relay System, 800.833.6384 or 7-1-1.