

APPLYING & INTERVIEWING FOR SUMMER JOBS/ INTERNSHIPS

SUBMITTING AN APPLICATION

When applying for jobs, internships, or volunteer activities, you need to have a resume. A resume should include your name, address, and contact information. It should also include any activities you are involved in, any employment or volunteer experience you have had, and a brief description of each experience.

A co-curricular resume can also be important. It is an easy way to organize your experience in a format that can supplement your application for internships, volunteer opportunities, camps, and summer jobs. It is important to demonstrate your involvement in arts, sports clubs, and internships outside of school; they are a way to show a prospective employer additional qualities about yourself. It is important to note any accomplishments or award recognitions. There are many transferable skills that are learned from participating in co-curricular activities (ex: time management, goal achievement, consensus building, assertiveness, leadership, and decision making), including the soft skills listed on the right.

With your application, include a brief introductory cover letter about why you want this position and/or to volunteer at this organization and what your qualifications are for this position.

COMMUNICATION

Be mindful that employers will contact you via email or voicemail. Make sure your email address is appropriate and your voicemail message is professional. Promptly return all calls and messages in a quiet location away from distractions.

REFERENCES

A reference is an adult over age 25 not related to you. It should be someone who has known you for at least one year and will let a prospective employer know you are a responsible young adult.

Reliable references would include a teacher, coach, school counselor, volunteer supervisor, manager at a recent job, or family friend. Obtain permission from prospective references before giving out their name and contact information. Ask what is the best way for them to be contacted and indicate this on your reference page.

Your reference sheet should include the following information:

- Name of person/title
- Place of business
- Contact information (telephone and email)
- Years acquainted/relationship



BASIC SKILLS

These skills can be demonstrated by a neat, thorough, and complete job application.

Basic Math

Reasoning

Reading Comprehension

SOFT SKILLS

These skills can be demonstrated by punctuality, a solid resume, rigorous classes/academic performance, commitment to interests outside of academics, volunteer experiences, and strong personal references.

Problem Solving

Teamwork

Organization

Ambition

Courtesy

Trustworthiness

Self-Motivation

Reliability

Willingness to Learn



DOCUMENTS

Have your driver's license and your social security number on hand; many organizations use these documents for identification.

QUESTIONS

Be prepared to answer questions about yourself and your application. Employers want to get to know you to see if you will be a good fit for the company and for the job/position. You should come prepared to answer questions about why you want to work for this company, when you are available to start, what your desired/available work hours are, etc. Some employers want to know about your previous employment experiences (if any) and job responsibilities.

Also, be prepared to ask the interviewer questions. What are the job responsibilities, pay schedule (weekly, bi-weekly or monthly), and job hours? Is a uniform required for this job? Don't be afraid to ask questions; good questions show the interviewer you are thoughtful and that you are not afraid to interact with other people (a particularly good interview strategy if the position involves dealing with people, such as sales). If you can, practice being interviewed by an adult to help you feel prepared and comfortable.

WASHINGTON STATE WAGE INFORMATION

Washington State's 2020 minimum wage is \$13.50 per hour, and the city of Seattle is rolling in a \$15.00 minimum wage over the next few years. Minimum wage is recalculated yearly based on a cost-of-living adjustment for workers 16 and older. Teens who are 14-15 years old may be paid 85% of the minimum wage.

If a minor student is working during the school year, a parent/school authorization form is required. Employers are responsible for ensuring the form has been completed before employment begins.

SKILLS & STRATEGIES TO HELP YOU ACE YOUR JOB APPLICATION & INTERVIEW

Dress the part. Even if the job you are applying for involves wearing a uniform or working behind-the-scenes, the way you dress for an interview tells your potential employer that you take the job seriously. Sneakers, sandals, shorts, t-shirts, sweatshirts, and jeans do not make good interview attire.

Be confident. Look your potential employer in the eye, shake her/his hand, and remember your manners. Of course, appearing confident is easiest when you know what you're talking about, and that brings us to our next point.

Be prepared. Find out what you can about the position or company in advance and show your knowledge during the interview. Researching shows them that you are smart and eager to learn. It also lets you learn what inspires you about the company, and you can share your enthusiasm with the interviewer. Looking on the company's website or talking to someone who has worked there allows you to think in advance about which skills you have that fit the job.

Present yourself well. It's important to be well-groomed, with clean, neat, ironed clothing. Write and speak clearly using proper grammar (no slang!).

FOLLOW UP

After the interview, send a thank you note. An email thank you is acceptable; a hand-written note is better. If you are offered a position, respond in a timely manner about your intentions. Reiterate your continued interest in the position. This is a particularly good strategy if you are interviewing for an internship or office position. Your future employer will be impressed by your determination.

If you choose not to take the position, call and thank the organization for the opportunity.