

Job Opportunities for Youth

There are many job opportunities that young people can develop on their own if they know how and where to look. Here are some ideas:

Where to Look

Food Service (fast food, pizza parlors, restaurants, donut and ice cream shops)

Service Stations

Automobile Lots (washing autos)

Car Washes

Construction Sites

Landscaping Businesses

Video Stores

Bowling Alleys

Skating Rinks

Movie Theaters

Golf Courses

Arcades

Retail Stores

Resorts

Grocery Stores

Look at your friends, relatives and neighbors as potential employers. They may have a need for a babysitter or someone to do yard work. Make a flyer and distribute it around your neighborhood.

How to Look for Work

- Always ask to see the supervisor or manager. Tell them you are looking for work and would be very interested in working for them.
- If the employer is not currently accepting application, leave your resume. One of their employees may quit tomorrow, and without your resume the employer will have no way to contact you for an interview.
- Visit these employers regularly (about every two weeks, or so) letting the supervisor or manager know you are still interested in working for them. This will show the employer how motivated you are.
- When applying for a job, always dress as if you would for an interview. Women should wear dresses or skirts with nylons. Men would wear slacks and shirt (ties are recommended, but optional). No T-shirts, tank tops, or shorts.
- When considering places of employment, make sure you will have transportation to get to work, should you be hired.

This information is supplied as a public service of the Smart Business Resource Center.



1201 Placer Street
Redding, CA 96001
(530) 246-7911

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P.O. Drawer 1430
Weaverville, CA 96093
(530) 623-5538

We are an equal opportunity employer/program. Auxiliary aids and services are available upon advance request to individuals with disabilities. TTY users please call (530) 245-1566. Check our website for additional information: www.thesmartcenter.biz.

Your Application

The application is the first impression an employer has of you, the applicant, and it often will make crucial difference in whether or not an employer will interview you for a job.

Hints For Completing An Application

- Pick up two applications and use one as a rough draft.
- The application should be typed or printed in pen.
- Use only black or blue ink.
- Fill in all the blanks. If they do not apply, put in a dash mark or "N/A"
- Print as neatly as possible. No erasures, cross outs, smudges, or spills.
- Never fold or crinkle the application.
- List all jobs held, including ROP, volunteer work, or working in your school office. Be as complete as possible, providing supervisor, address and phone number of employer.
- If the employer is requesting you to list your skills be specific as possible. If you have never worked before, you could still list such skills as: reliable, dependable, punctual, positive attitude, and learns quickly.
- Use care in sentence structure, spelling and punctuation.
- List phone numbers where you can be readily reached.
- Create a master application to use as a reference. This is an application that is already completed, checked for accuracy, spelling, correct addresses, correct hire and termination dates from previous employment. It is much easier to complete a well-written application if you don't have to recreate the material every time you complete the application.
- Be prepared with the names, addresses, and telephone numbers of at least three personal references. Never use family members. You may wish to list teachers, counselors, ministers, friends or former employers. Make sure that you have their permission before using them as a reference.
- When listing reasons for leaving previous jobs, avoid using negatives, such as "terminated", "quit", "fired", "mutual agreement", "did not get along with co-workers", and "could not do the job". Instead, use phrases such as "laid-off", "career change", "relocated", "returned to school", "travel", "better opportunity", and "reorganization".

Your Resume

A good resume can be very effective in showing an employer that you are serious about your job search. It can be the difference between you and the people you are competing against for a job.

Parts of a Good Resume

Personal: You need to include your full name, your complete address, and your telephone number. Make sure that the telephone number is one where you can be reached at all times.

Do not include personal information, such as your age, marital status, height and weight, and hobbies.

Job Objectives: This is a statement of the type of work that you are seeking. Make it specific, such as “seeking a position as a cashier”. If you are applying for a specific advertised position, use the employer’s job title written word-for-word.

Assets/Qualifications and Experience: List skills you have that would show the employer that you are qualified for the position. Think back to school or previous jobs, and ask yourself what things you are good at. You may include specific machinery that you have operated, the fact that you are mechanically inclined, your leadership ability, organizational ability, good with detail, work well with people, etc.

Work History: List all jobs you’ve held and the length of time on each job. You may also include volunteer positions held and part-time summer jobs.

Education and Training: List the schools you have attended and the dates, the main courses you took, and the degrees you received. You may also list scholarships or honors, and extracurricular activities related to the job for which you are applying (such as “worked on the school newspaper”). ROP may also be included.

A resume should be only one page.

It should not be too crowded, but should be easy to read.

It should be typed neatly with no errors or whiteouts.

Have someone else proofread your resume before submitting it to an employer!!!!!!

Sample Resume

John Doe
1201 Placer Street
Redding, CA 96001
(530) 246-7911

Job Objective: Cashier

Assets:

- *Responsible
- *Reliable
- *Organized

- *Work well with the public
- *Good with detail
- *Punctual

Qualifications and Experience:

- *Operated cash register
- *Accept payments from customers
- *Displays
- *Inventory control

- *Stock and price merchandise
- *Assist customers in merchandise location

Work Experience:

2 years Shopko, Redding, CA
Cashier

2 years K-Mart, Redding, CA
Cashier/customer service

1 year Ryker Valley High School, Redding, CA
Cafeteria aide – volunteer

Education:

Ryker Valley High School, Redding
Currently a senior

High School Student Council
member – Treasurer

ROP, Redding
Merchandising Certificate

Reference Sheet Enclosed