

Tips For Getting A Job

Think about what really interests you and GO FOR IT!

Make sure you have all the documents and information you need before you apply:

- Birth certificate
- Social Insurance card
- Work/volunteer experience record
- Reference person(s) name, address, phone # (be sure to have their permission to use them as a reference)
- Reference letter



Apply for a number of jobs in your area of interest. You can always turn one down one if you are offered more than one job!

Let your parents, teachers, friends' parents, relatives and neighbours know you are looking for a job. They might be able to 'hook you up' with someone or give you a personal reference that can get you in the door.



Follow through each job opportunity by completing the application and submitting letters of reference. Call the employer and let him / her know you are very interested. Be persistent but be polite!

Take volunteer opportunities as these often lead to work opportunities. Keep track of who you have contacted and what s/he said. It may lead to a job opportunity in the future.



GO FOR IT!

Source:
Adolescent Employment Readiness Center
Washington, D.C.

