

Jobs for Teens

A Short Guide - All you Need To Know About Working As A Teenager

Relax, It's not rocket science!

HIRE TEEN

TEEN JOB RESOURCE

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Introduction

Why Should Teenagers Read This?

[HireTeen.com](https://www.hireteen.com) has been providing information about teen jobs since 2009. This 5 pages short guide will tell you all you need to know about working as a teenager.

Are You Ready to Work?

Being employed means you have to follow the process of being hired, understand the roles and responsibilities of your work, and feel the pressure of being a subordinate.

So, the first thing you need to prepare is actually not your outfit or resume but it is more about your mindset – Sean Covey’s book titled **The 7 Habits of Highly Effective Teen** might be a good resource to become successful teens at work. Here is the summary:

- 1. Be Proactive**
Take responsibility for your life, for each actions you make and the emotions you feel.
- 2. Begin with the End in Mind**
Define your values and goals in life and keep what you stand for in every action you make.
- 3. Put First Things First**
Prioritize, and do the most important things first and learn to wait for other things not yet achieved.
- 4. Think Win-Win**
Have an everyone-can-win attitude and accept the accomplishments of others.
- 5. Seek First to Understand, Then to be Understood**
Listen to people very well, most people seek first to be understood. By trying to understand others, we can better understand ourselves.
- 6. Synergize**
Work together to achieve more. Allow different values so that there will be no “my way” or “your way” but rather a better way.
- 7. Sharpen the Saw**
Renew yourself regularly to deal with life better than before in terms of body, brain, heart and soul.

What Jobs Teen Can Apply?

As a teenager you are limited to work in terms of working hours and job types, read more about [teen labor law](#) to know the limits and prohibition.

The best first job for you as a teenager should match these criteria:

- 1. You can arrive at work easily**
Working miles away from home might not be a good idea, except if you have driver's license or have someone drive you there.
- 2. You can balance school and work**
Working more than 15 hours a week may cause failing school grades. Find employer which is flexible with your schedule.
- 3. You can use your talents and skills**
Although this is not necessary, it will make it easier for you to work because you must be confident enough.

How to Make A Resume?

Making a resume as a teenager should be very easy and absolutely FREE.

If you have Google account, go to Google Drive, select New → Google Docs → From a template (Do not choose Blank document). Then scroll down until you find "Resumes" or "CVs". Follow this guideline when you make a resume:

- 1. Do not just copy paste**
Copying the idea from a resume sample is ok, but you should rephrase with your own words.
- 2. Keep on being professional**
Use professional email address, make a new one if you don't have it. Use proper words, grammar, spelling, and punctuation.
- 3. Be complete, but keep it short**
Your resume should explain yourself in 30 seconds about skills and job experiences you have, last education or currently enrolled, and how to contact you.

How to Get References?

If you've never had a job you can list non-family references who can verify your education, achievements and values. It can be your high school teachers, college professors, coach or instructor.

You must get their approval before you include them on your application. Be sure to immediately notify them each time you submit their name as a reference, so they will be ready if they are called.

Clean Up Your Social Profile

Make sure your resume and online profiles are giving the same information. You need to clean up your social media accounts before you submit your resume because employers are looking at job applicants on social media.

Login to your accounts which can be accessed publicly such as Facebook, Twitter, Instagram or Youtube and search for inappropriate pictures, status, or embarrassing events you have ever attended. Simply delete them all.

How to Find Teen Jobs?

Here are some ways for teenagers to find a job:

1. Apply to online job listings/openings
2. Fill in online job interest form of the companies you are interested in
3. Attend career events such as job fairs or employment workshops
4. Register for youth employment programs
5. Ask hiring managers directly and hand in your resume
6. Promote your resume on employment websites

Do not rely solely on the internet to get jobs. Find youth employment services in your city, contact and ask them about youth employment programs they have, it can be from the local government or organizations.

At HireTeen.com you can find current teen jobs openings, youth employment programs, upcoming teen job fairs, and database of companies teenagers can apply.

How to Be Prepared for A Job Interview?

If you get a call for a job interview, the following advice is a key to the success of your first job interview.

1. **Don't Be Late!**

The very most important thing is to be on time! You must arrive 10 to 15 minutes earlier so make sure you know how to get the location in the right time. Try to go to that place a few days earlier at the same time to ensure you are able to arrive on time on the interview day.

2. **Be Prepared**

Outfit – You should NOT wear jeans, t-shirt, tank tops, or mini skirt. Body piercing or tattoos must be removed or hidden as well.

Things to bring – You should bring your resume, references, SSN card, driving license.

Things to know – Get to know the company profile and the job description from Wikipedia or the company's website.

3. **Be Confident But Not Overconfident**

During the interview, you should silence your mobile phone. Don't chew gums or candy.

Tell your previous works and if you have no work experiences, tell them about your school projects or extracurricular activities which demonstrate your thinking and organizational skill, team working, and responsibility.

Talk less about things which may not related to the job such as your childhood or your family tree.

4. **Be Professional**

Behave yourself, speak formally, make eye contact, and let the interviewer know why you are the right candidate for the job. Imagine yourself already an employee of the company.

How to Keep Your Job?

Here is the work etiquette you need to keep your job.

1. **Punctuality – How you manage your time**

Always be on time. If you are to be late or absent, you must tell or call in your supervisor right away. If you need to leave work early, get a permission first.

2. **Professional Look – How you dress appropriately**

The way you dress is a reflection of the company. Nose rings, heavy tattoos and low-cut tank tops are generally not acceptable at work.

3. **Productivity – How best you will do the job**

Any jobs you are doing actually is part of a team work, even it is a boring job or not written in your job description. Focus on the job and silent your phone.

4. **Courtesy – How you should interact with others**

Swearing, street language, foul language or locker room language should not take place in the workplace. Stay positive and do not make any complain.

5. **Privacy – How you can keep secret private information**

Never ask anyone about they pay neither tell anyone about your pay. Never share any personal information taken from your company to anyone.

6. **Honesty – How to show that you can be trusted**

Avoid hiding your mistakes, tell your supervisors about them, take responsibility of what you've done wrong and learn how to avoid or fix them.

7. **Comprehension – How you can follow directions**

Never be afraid to ask questions if you are not sure of what is being instructed. Take notes and repeat them to your supervisor to synchronize the given task.

8. **Open-Mindedness – Willingness to take criticism or new ideas**

Take notes and learn from the critics to make you more productive and show a better performance.

Final Words

You are already at the end of this short guide. If you send 100 resume as a teenager and you get a chance for only 2-5 job interviews – that is already awesome. Remember that small steps can take you into a thousand miles journey.