

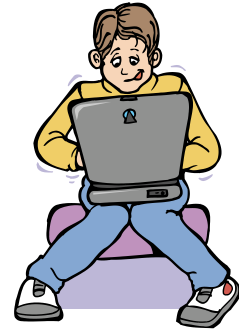


Skokie Public Library

Job Hunting Tips for Teens

Finding Out Who's Hiring

- Ask if your school has job postings.
- Inquire at your school about work/study programs.
- Look for “Help Wanted” or “Now Hiring” signs in windows.
- Check the want ads in local papers.
- Get in touch with an employment agency that handles part-time or temporary help. Make sure there’s no charge for the service.
- Call a large company where you’d like to apply and ask for Human Resources. Ask if they have any job openings for teenagers. Find out where to go to fill out an application.
- Visit the Customer Service Center at shopping malls like Westfield Old Orchard (847.673.6800) to view available job openings. You can also pick up a copy of the store directory with phone numbers, then call individual stores and ask if they are hiring.
- Explore websites that have job postings. Simplyhired.com and Indeed.com are both great places to start.
- Skokie Public Library’s Jobs and Careers web page for teens (teens.skokielinearly.info) has more job hunting tips and recommended websites.



Filling Out an Application

- Be honest.
- Fill it out completely. Don’t leave questions unanswered.
- Complete the application in pen in blue or black ink.
- Use your full name as it appears on your birth certificate, school ID or driver’s license.
- Use a dictionary or spell check to avoid misspelling.
- Take your time, print neatly.
- Be specific about the date you can begin working.
- Be accurate as to which days and times you are available to work.
- Choose your references carefully and always ask their permission first.
- If you have a résumé, staple it to the application.
- Note: To apply for a job, you must have a Social Security number. If you’re under 16, you’ll need to get a work permit. You can obtain one from your school.

Going in for the Interview



Creating a Résumé

- Keep the résumé clear and simple, only one page in length.
- Put your name, address and telephone number in bold print.
- Use headings like EDUCATION, EXPERIENCE, INTERESTS, AWARDS, and PERSONAL.
- List job experiences, beginning with the most recent. Don't forget to include jobs like babysitting, yard work, volunteer work and community service.
- Don't be shy, brag about yourself!

1. Bring:
 - Pen with blue or black ink
 - Application, if you haven't already returned it
 - The hours you are available to work
 - Letters of recommendation or phone numbers of references (if needed)
 - Résumé (if you have one)
 - Your alien card if you are not a U.S. citizen
 - A good attitude
2. Be on time!
3. Look your best, have good hygiene, dress conservatively, don't wear perfume, don't chew gum
4. Don't bring a cell phone or turn it off during the interview.
5. Try to relax.



Skokie Public Library

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