

# Getting Your Summer Job



Finding, Applying,  
Interviewing and **LANDING**  
a Great Summer Job



# Finding Jobs to Apply For

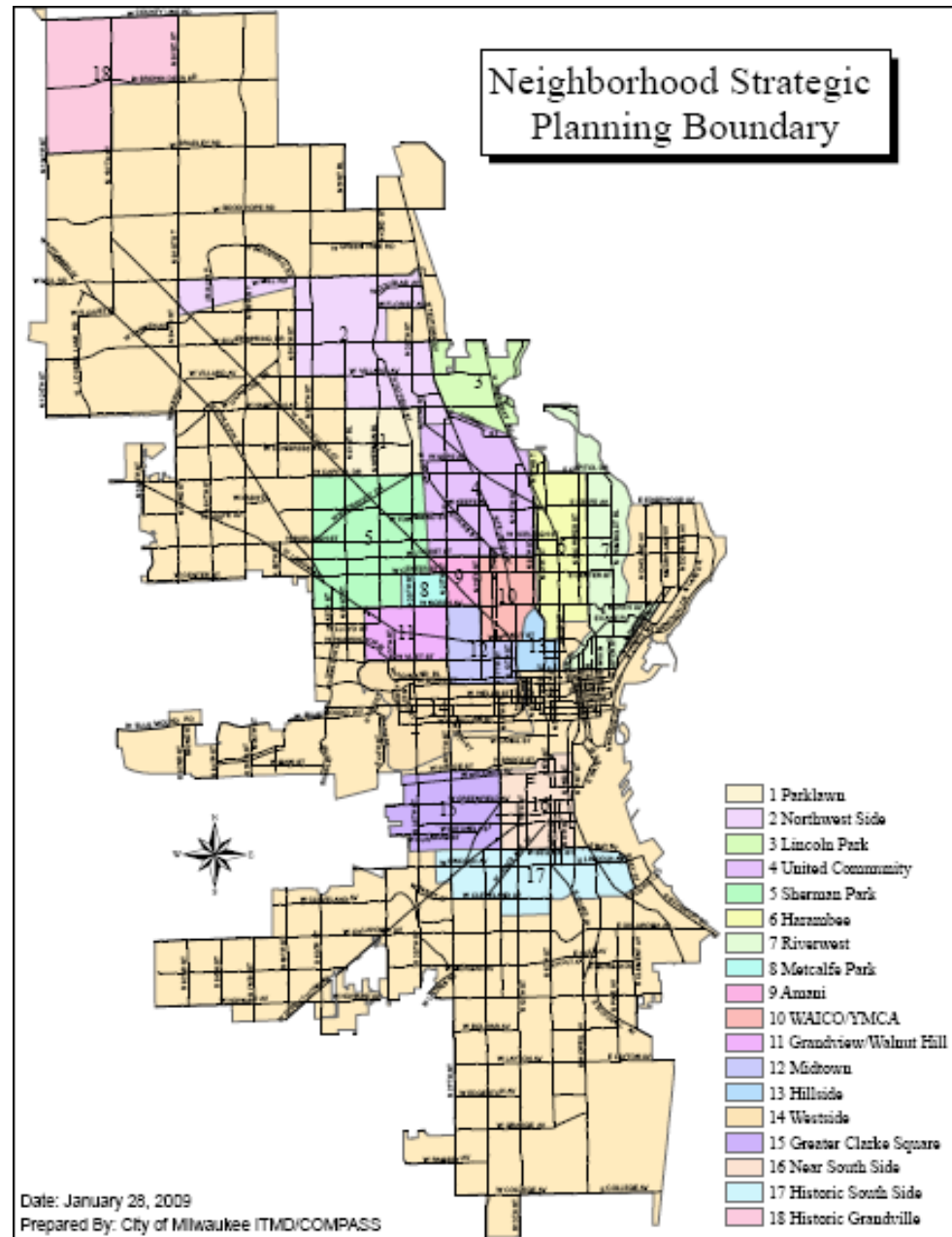
- Raise your hand if you have had a job in the past
  - What was the job?
  - How did you find it?



# Milwaukee Jobs

- City internships: [www.mkedcd.org/SYIP/](http://www.mkedcd.org/SYIP/)
  - Deadline is March 12
  - Must live in CDBG area (see map next page)
  - Work period is June 21 – August 13
    - Discussed with staff person: APPLY!
- Jobs Connection (private employers)
  - [www.mkedcd.org/EarnLearn/JobConnection.html](http://www.mkedcd.org/EarnLearn/JobConnection.html)
  - Deadline is later this spring
  - Link to fill in a form to be notified when applications are available:  
<http://www.mkedcd.org/EarnLearn/ContactForm.asp>

# CDBG Map







# Resources

- <http://www.Milwaukeejobs.com>: search “teen jobs”
- <http://www.Groovejob.com>
  - “Getting Your First Part Time Job as a Teen”
  - Search engine to find jobs
- <http://www.snagajob.com>
  - Background info and advice about jobs and landing a job
  - Search engine to find jobs
- SimplyHired: <http://www.simplyhired.com/>
  - Search by zip code and Keyword = Summer



# Job Finding

- Local newspaper
- Library and grocery store postings
- Walk through town looking for Help Wanted signs
- Walking in and asking for a job
  - “It shows the manager that you are interested and ambitious if you ask for a job even when one isn't advertised.”

Source: [Groovejob.com](http://Groovejob.com)



# Resumes and Applications

- Having a resume shows you are serious
  - Also serves as a writing sample
  - Demonstrates your skills, as well as listing them
- Know what information you will need to have with you
- See samples
- NEATNESS COUNTS



# Who Can Be My Reference?

- Past employers
- Teachers, past and present
- Pastors
- Neighbors, especially if you have ever done odd jobs for them, helped them with tasks
- NOT friends or relatives, unless the friend or relative has a relationship with the employer



# Why do employers want references?

## ■ Past work habits

- On time
- Shows up
- Able to learn quickly and follow directions
- Hard worker
- Trustworthy, especially if job involves handling money



# The Interview

- Dress for success
  - One notch better than those in the job
- Smile and give eye contact
- If you are nervous and stumbling over words, admit it
- Know why the employer should want YOU!
  - If you don't know, you can't communicate it.
  - “I need the money” is not the right answer.



# What Employers Want

- On time, present, able to learn new tasks and follow directions, hard worker, honest
- Get along with co-workers
- Work as part of a team
- Take initiative—see a job that needs doing
  - Jump in and do it.
- Interview answers: Examples of how you have shown these qualities.



# Questions to Expect

- Source: [Groovejob.com](http://Groovejob.com)
  - Tell me about yourself.
  - How would your teachers describe you?
  - Why should I hire you over the other 8 students waiting to be interviewed?
  - Tell me about a time you had a problem, and how you solved it.
  - What do you like best about school?



# Final Words of Wisdom

- Don't get discouraged!
  - Many, many “no” responses.
  - Don't take it personally and give up.
  - Keep trying, even as the weeks go by.
- Start now!!
  - Don't wait until June 15 to start looking and applying.