

How to Obtain an Entry Level or Summer Job



A job is considered to be an entry level job if it is the first job people take when entering an occupational field. Nearly every occupational field has one or more jobs that are considered entry level. Entry level jobs usually have few required "job-specific skills" and have only minimal educational requirements. The entry level jobs discussed here require only a high school education, or less.

Most entry level employees can be productive employees with as little as one week of training. Entry level jobs within the service industry will typically only pay the federal minimum wage. Look for entry level jobs on job search websites, in the classified section of your local newspaper, and through asking family and friends about any openings they know of. Here is a list of some common entry level positions.

Full Service Restaurants	Servers	Host/Hostess	Delivery Personnel	Kitchen Helper
Fast Food Restaurants	Food Preparation Crew	Cashier	Cook	Order Taker
Office	Administrative Assistant	Mail Room Clerk	Data Entry Clerk	Receptionist
Grocery Store	Deli/Bakery Assistant	Stocker	Cashier	Bagger
Private Homes	Home Health Aid	Child Care Provider	Pet Sitter	Lawn Care Worker
Theaters	Ticket Seller	Usher	Food Service	Stage Hand
Hotels	Front Desk Staff	Bellhop	Laundry Staff	Housekeeper
Retailing	Sales Clerk	Inventory Taker	Stocker	Maintenance
Trades	Photographer's Assistant	Electrician's Helper	Carpenter's Helper	Painter's Helper
Schools	Maintenance Worker	Office Assistant	Teacher's Assistant	Library Assistant
Outdoor Work	Park and Playground Staff	Mover's Helper	Landscaper Helper	Construction Crew
Auto Mechanics	Mechanic's Helper	Car Washer	Gas Station Attendant	Parking Attendant
Medical	Veterinarian's Assistant	Maintenance Worker	Patient's Attendant	Food Service Staff
Childcare	Camp counselor	Nanny	After School Care	Daycare Worker

- Try to learn as much as you can on these jobs. If you are working as a grocery store bagger, try to also learn about the store's bar-code system, shelf stocking or customer service procedures.
- Try to fit your likes with your place of employment. If you don't like standing on your feet all day, don't apply at a retail store. If you like animals, consider a veterinarian's office. Use the job as a way to explore your interests and career goals.
- Inquire about benefits such as sick leave, healthcare and vacations that may increase the value of the job.
- Remember, this job is temporary and can be a step toward the job or career that you really want.



Consider that some entry level positions require short-term training or vocational training, such as nurse's aid and automotive service technician positions. If you are interested in any entry level jobs that require training, review **Youth Guide** *Where to Acquire Post High School Training*.

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**From the JobShop website, the Organization can input
and print up to five lines of text on every Guide.
For example, the organization may chose to insert and
print their name, address, telephone number, web address and
hours of operation automatically on every Guide.**

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Summer Jobs



A summer job can provide you with great work experience and help you explore future career paths. In addition to making money, you will have an opportunity to learn about the world of work. This experience and the skills that you learn can assist you when you are ready to start your career.

- Talk with your parents before you start looking for a summer job. Talk to them about how many hours you can work and what kind of jobs they think are appropriate for you to have. They can give suggestions on where you can look and people you should contact for references and referrals. Also, make sure to discuss state and federal laws pertaining to jobs and hours that minors can work with your parents or a guidance counselor.
- Make sure you have reliable transportation for getting to and from a summer job before you apply. You may consider looking for jobs in your neighborhood. You should start by checking out neighborhood coffee shops, parks, pools and restaurants, especially if you do not have a car. Obtain a bus schedule for your area. By using public transportation you will be able to look in other neighborhoods.
- Begin your summer job search in the winter. Although you may not make contact with potential employers until the early spring, you need to start getting a list of possible employers as early as you can. Most employers do not start interviewing for summer openings until March or April.
- Contact your local One-Stop Career Center. This Center can assist you in developing your list of employers and can give you guidance on possible local, state and federal summer jobs programs for teens.
- Consider both full-time and part-time jobs. In today's tight job market, there is a lot more competition for entry-level and summer jobs than there used to be. You will not just be competing with high school students, but with college students and other adults. You may not be able to find a full-time position, so consider part-time positions.
- Consider internship and volunteer positions. If you cannot find a position that meets your needs, consider volunteering or interning in a field of your choice to gain experience that will help you in finding a future position. Internships and volunteer positions look great on your resume as well.

Common summer jobs include:

- Camp counselor at a day camp or sleep-away camp
- Lawn maintenance and landscaping
- Food service
- Painter or carpenter's assistant
- Lifeguard
- Event venue staff, such as at sporting event and concert venues
- Tutoring
- Nanny or babysitter for a local family

Applying for a summer job

Prepare a résumé, even if you have little or no experience. Highlight any volunteer work, work for your family, extracurricular activities at school and classes that were of interest to you. Review the **Youth Guide *How to Write a Résumé***. You will need to create a cover letter to go with your résumé. Review the **Youth Guide *How To Write a Cover Letter***. Since most employers ask all applicants to complete their job application, review the **Youth Guide *How to Complete a Job Application***.

Interviewing

Although the employer knows you are young and does not expect you to have lots of experience, the employer expects you to be respectful, responsible and have a positive attitude. Review the **Youth Guide *What Do Employers Expect of You?***. Since the employer will want to conduct a job interview with you, review the **Youth Guides** that relate to the job interview.

Your rights and responsibilities

Since this may be your first job, you may not know how employees are supposed to be treated. As an employee, you have a mutual agreement with your employer that you will do the assigned work for the assigned amount of time. If you do, your employer will pay you for the work that you do. In other words, your responsibility is to work while you are at work.

There are child labor laws that determine both the number of days per week and hours per day a teenager can work. You need to be aware of these regulations. Ask your school counselor for a copy of these rules and regulations. Your counselor should also be able to assist you in obtaining the necessary work documents.



What employers expect from you on a summer job

- Keep a positive attitude.
- Show up each day on time ready to work.
- Work your entire shift.
- Show courtesy and respect for co-workers, customers and your supervisor.

Want to know more?



www.teens4hire.org -- This site provides access to thousands of part-time and seasonal jobs for ages 14 - 19.
www.entryleveljobs.net -- This site is a database of entry level jobs currently available in locations across the country.
www.quintcareers.com/summer_job_sites.html -- Information and resources about summer and seasonal jobs.