

TEEN JOB & WORK PERMIT STARTER GUIDE™



Everything You Need To Know Before Getting Your First Job

GET READY FOR YOUR FIRST PAYCHECK!

Whether you're looking for your first job, preparing for an interview, or learning about work permits, this guide will help you take your first steps toward employment and independence.



YOUR JOURNEY STARTS NOW!

- ### INSIDE THIS GUIDE
- First Job Basics
 - Work Permit Information
 - Companies That Hire Teens
 - Resume Tips
 - Interview Tips
 - First Paycheck Advice
 - Job Search Tracker

- ### PERFECT FOR
- Teens Ages 14-17
 - Students Looking For Their First Job
 - Future Entrepreneurs
 - Career Explorers
 - Teens Preparing For The Workforce

- ### WHAT YOU'LL LEARN
- How To Prepare For Your First Job
 - Understanding Work Permits
 - Where To Apply
 - Interview Basics
 - What To Do With Your First Paycheck
 - How To Stand Out As A Teen Employee

REMEMBER THIS

Your first job isn't just about making money. It's about building confidence, learning responsibility, gaining experience, and preparing for your future.



EVERY CAREER STARTS SOMEWHERE. YOUR JOURNEY STARTS HERE.

COMPANIES THAT HIRE TEENS



YOUR FIRST JOB IS CLOSER THAN YOU THINK!

Many businesses love to hire teens! Here are some **great places** to start your job search.



TOP PLACES THAT HIRE TEENS

RESTAURANTS & FAST FOOD	RETAIL STORES	GROCERY STORES	ENTERTAINMENT & RECREATION	LOCAL BUSINESSES
<ul style="list-style-type: none"> Great for first-time workers Flexible hours Tips can boost your pay Learn customer service 	<ul style="list-style-type: none"> Weekend and holiday shifts Employee discounts Learn sales and teamwork Lots of locations 	<ul style="list-style-type: none"> Steady hours Good for beginners Learn responsibility Many entry-level jobs 	<ul style="list-style-type: none"> Fun environment Meet new people Flexible schedules Perfect for teens! 	<ul style="list-style-type: none"> Support your community Build strong connections Gain real-world skills Great references
<p>EXAMPLES:</p>	<p>EXAMPLES:</p>	<p>EXAMPLES:</p>	<p>EXAMPLES:</p>	<p>EXAMPLES:</p> <ul style="list-style-type: none"> Coffee Shops Ice Cream Shops Bookstores Pet Stores

COMMON JOBS FOR TEENS

<p>CASHIER Help customers and handle transactions.</p>	<p>FOOD SERVICE Prepare food, take orders, and keep things clean.</p>	<p>SALES ASSOCIATE Help customers find what they need.</p>	<p>STOCK CREW Keep shelves organized and products stocked.</p>	<p>BUSSER / CLEANER Keep the area clean and assist the team.</p>	<p>HOST / GREETER Welcome guests and make them feel happy!</p>
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Every job teaches you something valuable!

HOW TO FIND JOB OPENINGS

- Ask family and friends
Word of mouth works!
- Check in-person
Visit stores and ask if they are hiring.
- Look online
Check company websites, job boards, and apps.
- Follow businesses on social media
They post openings sometimes!
- Be confident!
Show interest and be polite.

WHAT EMPLOYERS LOOK FOR

- Positive attitude
A smile goes a long way!
- Reliability
Show up on time and be ready to work.
- Good communication
Be respectful and easy to work with.
- Willingness to learn
Ask questions and try your best!
- Team player
Work well with others and help out.

PRO TIP

Start thinking about what kind of job fits **YOU!** Do you like working with people? Being active? Helping others? There's a job out there for you!

GET EXPERIENCE. BUILD SKILLS. EARN MONEY. CREATE YOUR FUTURE!

BIG DREAMS START WITH SMALL OPPORTUNITIES. → **YOU GOT THIS!**

Your first job is just the beginning!

WORK PERMIT BASICS

WHAT EVERY TEEN NEEDS TO KNOW

A work permit is an **official document** that allows teens under 18 to work **legally**. Rules may vary depending on your state and age.

YOU'VE GOT THIS!

1 WHAT IS A WORK PERMIT?

A work permit is a document that proves you can work legally while you are still in high school.



2 WHO NEEDS ONE?

Most states require a work permit if you are under 18.

- ✓ Usually for ages 14–17
- ✓ Some states start at age 14
- ✓ Check your state's rules
- ✓ Even if not required, it's smart to know the rules!



3 WHY IS IT IMPORTANT?

- ✓ It keeps you safe
- ✓ It protects your rights
- ✓ It ensures you follow the law
- ✓ It helps balance work and school
- ✓ It prepares you for the real world



4 HOW TO GET YOUR WORK PERMIT



Check with Your School

Your school usually handles work permits. Ask your guidance counselor!



Complete the Application

Fill out the work permit application form from your school.



Get Parent/Guardian Signature

A parent or guardian must sign the form before you submit it.



School Approval

Your school will review and approve your application.



Receive Your Work Permit

Once approved, you'll get your official work permit!



Start Your Job Journey!

Follow the rules, work hard, and have a great experience!

5 IMPORTANT RULES TO KNOW

- ✓ There are limits on how many hours you can work.
- ✓ There are rules about when you can work (like no late nights on school nights).
- ✓ You must take breaks.
- ✓ School comes first.
- ✓ Rules help keep you safe and healthy!



6 THINGS TO REMEMBER

- ✓ Always follow your state and school rules.
- ✓ Communicate with your parents and employer.
- ✓ Keep your work permit in a safe place.
- ✓ If your schedule changes, your permit may need to be updated.
- ✓ When in doubt, ask for help!

Be Responsible.
Be Respectful.
Be Reliable.
Be You! 😊

TIPS FOR A SUCCESSFUL FIRST JOB EXPERIENCE



BE ON TIME

Punctuality shows respect and reliability.



WORK HARD

Give your best effort every day.



ASK QUESTIONS

It's okay to ask if you don't know something.



BE A TEAM PLAYER

Work well with others and be positive.



TAKE INITIATIVE

Look for ways to help and grow.



LEARN & GROW

Every job is a chance to learn new skills!

SMALL STEPS TODAY,
BIG FUTURE TOMORROW!

YOUR FIRST JOB ISN'T JUST A PAYCHECK...
IT'S THE BEGINNING OF YOUR FUTURE!



EXPLORE CAREERS



BUILD SKILLS



CREATE OPPORTUNITIES

JOB SEARCH TRACKER

TRACK YOUR PROGRESS. LAND YOUR DREAM JOB!

Stay Organized. Stay Focused. Get Hired!



DATE	COMPANY	POSITION	WHERE I APPLIED	FOLLOW UP DATE	STATUS	NOTES
Found Opportunity					FOUND	
Applied					APPLIED	
Followed Up					FOLLOWED UP	
Interview					INTERVIEW	
Offered Job					OFFERED	
First Day!					HIRED!	



MY JOB SEARCH GOALS

Apply to at least _____ places.

- Practice for _____ interviews.
- Follow up with _____ employers.
- Land my first job by _____!

I'M BUILDING MY FUTURE!

FIRST PAYCHECK PLAN

It's smart to plan how you'll use your money!



FIRST PAYCHECK TIPS

- Open a bank account.
- Track your spending.
- Save for your goals.
- Avoid impulse buys.
- Invest in yourself.
- Give a little, help a lot!

Be Proud of Every Step! 😊

**HARD WORK TODAY.
BETTER FUTURE TOMORROW.
YOU'RE DOING AMAZING!**



Your first job is just the beginning of your future!

FIRST JOB ACHIEVER CERTIFICATE



This Certifies That

_____ is ready to take on new challenges, learn, grow, and build a successful future through hard work and determination!

Date _____ Signature _____



DREAM BIG. WORK HARD. STAY POSITIVE. YOUR FUTURE IS LIMITLESS!



EXPLORE CAREERS



BUILD SKILLS



CREATE OPPORTUNITIES

YOU'VE GOT THIS!

RESUME & INTERVIEW TIPS

Stand Out. Be Confident. Get Hired!

PREPARE
PRACTICE
PERFORM
SUCCEED!

RESUME TIPS FOR TEENS

EXAMPLE RESUME

JORDAN SMITH

(555) 123-4567 • jordan.smith@email.com
City, State • Available After School & Weekends

OBJECTIVE

Motivated and responsible student looking for an opportunity to learn and grow while contributing to a team.

SKILLS

- Customer Service
- Communication
- Teamwork
- Time Management
- Dependable
- Quick Learner

EXPERIENCE

Volunteered at local food bank
Assisted with events at school
Helped neighbors with yard work
Babysitting

EDUCATION

High School Student
Expected Graduation: 202X

TIPS FOR A GREAT RESUME

- ✓ Keep it simple and easy to read.
- ✓ Use a professional email address.
- ✓ List your skills.
- ✓ Include school activities and volunteer work.
- ✓ Highlight responsibility and reliability.
- ✓ Proofread for spelling and mistakes.
- ✓ Keep it to one page.

INTERVIEW TIPS FOR TEENS

- ✓ Dress neatly and appropriately.
- ✓ Practice common questions.
- ✓ Be on time!
- ✓ Bring a copy of your resume.
- ✓ Be polite, respectful, and confident.
- ✓ Listen carefully and answer clearly.
- ✓ Ask questions at the end.
- ✓ Thank the interviewer before you leave.

COMMON INTERVIEW QUESTIONS

- ★ Tell me about yourself.
- ★ Why do you want to work here?
- ★ What are your strengths?
- ★ What is a challenge you faced and how did you handle it?
- ★ Where do you see yourself in the future?

TIPS TO MAKE A GREAT FIRST IMPRESSION



Smile and make eye contact.



Use polite words like "please" and "thank you."



Show you care about the job and the company.



Be yourself, positive, and enthusiastic!



Follow directions and do your best.



Leave them remembering how awesome you are!

WHAT EMPLOYERS LOVE

- ✓ Positive attitude
- ✓ Strong work ethic
- ✓ Willingness to learn
- ✓ Good communication
- ✓ Teamwork
- ✓ Dependability
- ✓ Respect and kindness



WHAT NOT TO DO

- ✗ Don't be late.
- ✗ Don't use your phone.
- ✗ Don't chew gum.
- ✗ Don't give short answers.
- ✗ Don't speak negatively about others.
- ✗ Don't forget to say thank you!



QUICK CHECKLIST

- ✓ Resume ready
- ✓ Dress neat
- ✓ On time
- ✓ Positive attitude
- ✓ Confident
- ✓ Bring a pen
- ✓ Bring extra copies of your resume

BEFORE, DURING & AFTER THE INTERVIEW

BEFORE

- ✓ Research the company.
- ✓ Practice answers.
- ✓ Plan your outfit.
- ✓ Get a good night's sleep.

DURING

- ✓ Be confident.
- ✓ Listen carefully.
- ✓ Answer honestly.
- ✓ Stay positive.

AFTER

- ✓ Thank the interviewer.
- ✓ Follow up if they said you could.
- ✓ Keep looking and keep applying!

**BELIEVE IN YOURSELF.
PREPARE WELL.
OPPORTUNITY IS
WAITING FOR YOU!**

REMEMBER:

Every expert was once a beginner.
Your first job is just the beginning
of your amazing future!



Hard Work Today
= Brighter Future
Tomorrow!



EXPLORE CAREERS



BUILD SKILLS



CREATE OPPORTUNITIES