

# Teen to Adult

## LOOKING FOR AN ENTRY LEVEL JOB

### Job Search Process Overview



Greetings from the thrilling world of job searching! To obtain an entry-level position, you must have minimal work experience and limited job skills. Most teenagers and some young adults find themselves in this scenario as they start the process of transitioning into adulthood. This trip can be both thrilling and intimidating, depending on whether you're preparing to enter the working world for the first time or are just looking to launch your career on a new path. You're charting your future, realizing your potential, and building a career that will change along with you. Together, let's set out on this adventure with the appropriate plans, assurance, and hope. Start your search now!

### 1 MAKE A CAREER GOAL FOR YOURSELF

Determine the qualities you are seeking in a job to start. This will cover topics like expected pay, preferred industry, room for promotion, training possibilities, and benefits.



As you learn more, look for job postings in want advertisements that fit your goals. Include any limitations you encounter. If you don't have a car, you need a job that you can perform remotely or while using public transportation. You could require a job with an evening schedule if you attend school during the day.

### 2 ORGANIZING THE PAPERWORK REQUIRED TO SUBMIT A JOB APPLICATION.

If a job in the US is offered to you, you must present your employer identification (ID). An employee's right to work in the US must be confirmed by the employer. ID is required to administer benefits, collect taxes, and run background checks.

You must complete a Form 1-9, Employment Eligibility Verification, which includes a list of the identification documents you must present. Generally speaking, you must offer the following: (1) A driver's license or state-issued photo ID, and (2) a social security number and card.

### 3 SKILLS SELF-EVALUATION

Examine your present skills; you might have more employable ones than you realize. List your existing abilities and the ones you need to learn in order to land the job you want.



What abilities, such as typing and utilizing particular computer programs, have you developed in school? What personal skills have you developed, such as photography, yard care, woodworking, or plumbing.

### 4 LOOK FOR JOBS THAT ARE OPEN IN YOUR REGION

Look for employment opportunities on websites like Indeed.com, USAJobs.gov, Monster.com, and Snagajob.com.

Make contact with temporary staffing firms including Kelly Services, Robert Half, Labor Solutions, and Manpower.com.

### 5 APPLYING FOR A JOB

The business will frequently require you to send a cover letter and an online application for entry-level positions.



While some jobs may require a resume, the majority won't at this level. You can write one if an employer wants one, and writing one forces you to consider how to sum up your qualifications and background. Explain in your cover letter why you are a suitable fit for the job to the employer.

Have your information close at hand to make filling out an application less unpleasant. When you are organized, you can concentrate on applying to as many jobs as you can rather than sifting through paperwork.

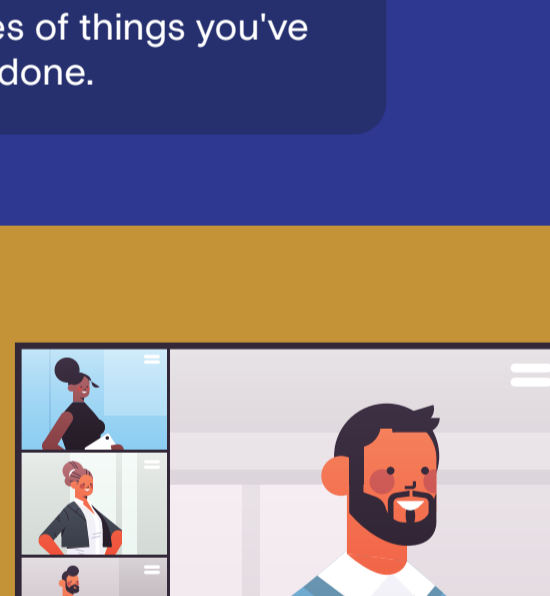
### 6 ESTABLISH A WEB PRESENCE

Your resume can be posted on websites like Indeed.com and Monster.com, for instance. If you are active on social media, you can upload your resume and let your network know that you are looking for work. You can construct a profile on LinkedIn.com that hiring managers will see.

You can upload samples of your work on social media website pages, such as writing samples, artwork, images of things you've made, and videos of things you've done.

### 7 THE JOB INTERVIEW

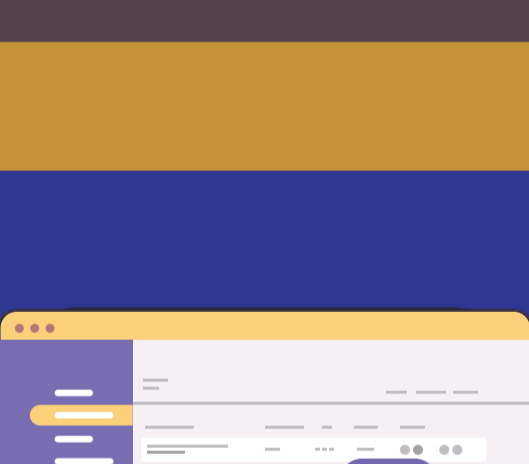
You may probably feel stressed and anxious before a job interview. The best defense is being prepared. I advise conducting a pre-visit if you can, so that you can easily locate the sites the day of your interview.



Be punctual and make an effort to arrive early. Dress professionally for the job. Ask the person who is organizing the interview if you have any questions. You can examine and practice the answers to typical interview questions on websites like Indeed.com.

### 8 FOLLOW-UP AFTER THE INTERVIEW

Every person you spoke with during a job interview deserves a thank-you email.



To find out the status of your application, get in touch with each person you interviewed.

### 9 STAYING ORGANIZED

Keep all the information you need in one location so you can easily access it when you are applying for jobs. So that you can swiftly complete an application, have your education, employment background, and references handy.



Keep track of the resumes and applications you have sent.

Mark the dates on your calendar for when to respond to employment applications.

### 10 REMAINING INSPIRED

Learn new skills for free on social media platforms like YouTube and enrolling in a free online course.



Establish weekly goals, such as sending 15 applications every week. You will be able to gauge your progress by achieving these goals. Maintaining good physical and mental health is important because looking for work can be stressful.

Most employers and interviewers do not anticipate you to have a lot of experience for an entry-level position. They are expecting someone they can train, and who has an attitude of wanting to work and follow instructions. To find a job, follow the process, put in the work, and put forth your best effort. Good Luck!



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