

THE TEEN'S GUIDE ON

HOW TO GET YOUR



FIRST JOB

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MYDOH

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CHAPTER 1

THE BENEFITS OF GETTING YOUR FIRST PART-TIME JOB





Still not sure if you're ready to take the leap and start working? It's a big decision with a lot to consider. You may be surprised to learn there are many benefits to getting your first job (hint: it's more than just earning extra money, though that's a big one...)





① **EARN YOUR OWN MONEY**

There's something super empowering about earning a regular pay cheque for the first time. Whether it's buying your own take out (that your parents refuse to order) or saving up for that electric guitar, you have more freedom to buy the stuff you want.

And as your bank account grows, you may become a whiz at managing money, whether it's saving for the future (think: university or college) or investing in mutual funds.



2 BUILD YOUR RESUME

Once you've got your first job, you can finally add real work experience to your resume. Although you may wonder what skills you gain from flipping burgers or lining grocery carts, you're developing valuable qualities like customer service, teamwork, time management, and more.

Adding these soft skills to your resume will help open the door to more job opportunities with increasing (and potentially more interesting) responsibilities.



③ **BOOST YOUR SELF-ESTEEM**

It's not easy to overcome the jitters of applying, being interviewed, and showing up for your first shift. But once you get through these challenging hurdles, don't be surprised if you feel a boost in confidence (you've earned it!)

After you've accomplished this huge feat, you can apply that self-esteem lift to other parts of your life.

④ **DEVELOP A STRONG WORK ETHIC**

While your parents may occasionally let you off the hook for not cleaning your room, your boss expects tasks completed properly, and on time. Although this may sound more like a downside to working, learning to put the needs of others ahead of your own and striving to do your best (no matter how unenjoyable the task) builds a strong work ethic—a trait valued by any employer.

⑤ **IMPROVE YOUR SOCIAL SKILLS**

The circle of people you socialize with expands when you start a new job, which can feel uncomfortable at first. Over time, you'll notice

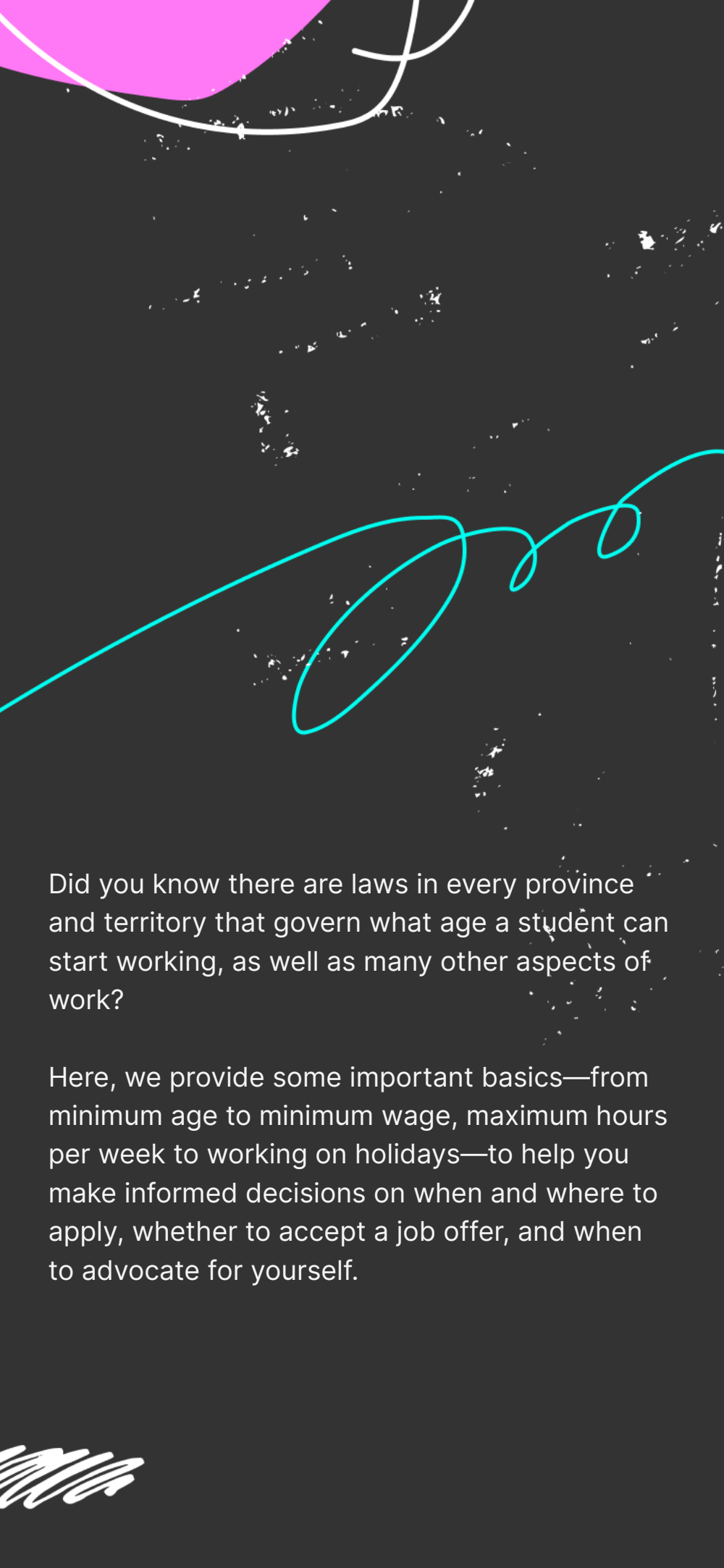
interactions with your manager, co-workers, and customers grow more natural, improving your social skills and exposing you to more diverse individuals. This can also expand your perspective on life and offer new ways of thinking.



CHAPTER 2

WHAT TO CONSIDER BEFORE SEARCHING FOR A **JOB**





Did you know there are laws in every province and territory that govern what age a student can start working, as well as many other aspects of work?

Here, we provide some important basics—from minimum age to minimum wage, maximum hours per week to working on holidays—to help you make informed decisions on when and where to apply, whether to accept a job offer, and when to advocate for yourself.



THE PROVINCIAL AND TERRITORIAL LABOUR LAWS FOR YOUTH*

Each province and territory in Canada has laws to protect the rights of workers. These laws cover everything from the legal minimum wage to how many hours you're allowed to work to whether you're entitled to take a break. These laws differ across Canada. We've outlined below how old you need to be to legally work in your province or territory, the minimum wage you should expect to be paid, and how many hours teens can legally work.

Alberta

- ✓ Minimum employment age is 13, but consent is required from a parent if you're under 15.

- ✓ Minimum wage in Alberta is \$13 per hour for students under 18 who attend school
- ✓ If you work more than 28 hours per week during school, wage increases to \$15 per hour
- ✓ If you're aged 13 or 14, you can work up to two hours on school days and 8 hours on non-school days. You can't work from 9 p.m. to 6 a.m.
- ✓ If you're aged 15 to 17 and work in retail or hospitality, you can work from 9 p.m. to 12 a.m. with adult supervision.
- ✓ Teens aged 15 to 17 can work between 12:01 a.m. and 6 a.m. only if you have your parents' consent and have adult supervision.



British Columbia

- ✓ Minimum employment age is 16, but teens aged 12 to 15 can do light work that isn't harmful to your development, as long as you have written consent from a parent.
- ✓ The minimum wage in British Columbia is \$15.65 per hour.
- ✓ Teens aged 12 to 14 can't work more than 4 hours on a school day or more than 20 hours during a school week.
- ✓ Teens aged 12 to 14 can't work more than 35 hours per week when school is out.

Manitoba

- ✓ Minimum age to work is 13 and students aged 13 to 15 need to complete a Young worker Readiness Certificate Course as well as have consent from a parent.
- ✓ The minimum wage in Manitoba is \$11.90 per hour.
- ✓ Students aged 13 to 15 can work up to 20 hours per school week and cannot work between 11 p.m. and 6 a.m.



New Brunswick

- ✓ The minimum age to work is 14.
- ✓ The minimum wage in New Brunswick is \$13.75 per hour.
- ✓ Students under 16 can't work more than 3 hours on a school day or more than 6 hours on a non-school day.
- ✓ Students under 16 can't work between 10 p.m. and 6 a.m.

Nova Scotia

- ✓ The minimum age to work is 14.
- ✓ The minimum wage in Nova Scotia is \$13.60 per hour and increases to \$14.30 on April 1, 2023.
- ✓ There are no restrictions for teens aged 14 and up who meet the legal requirements to work.

Ontario

- ✓ The minimum age to work is 15. Although some jobs allow teens to start working at 14.
- ✓ The minimum wage in Ontario is \$14.60 per hour.
- ✓ Students under the age of 16 can't work during school hours.

PEI

- ✓ There is no minimum age teens can start working, but students who want to apply for the Jobs for Youth Program need to be at least 15.
- ✓ The minimum wage in PEI is \$13.70 per hour.

- ✓ Students under 16 can't work for more than 3 hours on a school day or more than 8 hours on any other days.
- ✓ Students under 16 can't work for more than 40 hours per week or between 11 p.m. and 7 a.m.

Quebec

- ✓ There is no minimum age to start working, but teens under the age of 14 require their parent's consent.



- ✓ The minimum wage in Quebec is \$14.25 per hour.
- ✓ Students up to the age of 16 can't work between 11 p.m. and 6 a.m., including during summer break.

Saskatchewan

- ✓ The minimum age to work is 16. But teens aged 14 to 15 can work if they complete a Young Worker Readiness Certificate and have consent form a parent.
- ✓ The minimum wage in Saskatchewan is \$11.81 per hour.
- ✓ Students aged 14 to 15 can't work more than 16 hours per week, and can't work after 10 p.m. on a day before school.

Northwest Territories

- ✓ There is no minimum age requirement to work in the Northwest Territories.
- ✓ The minimum wage is \$15.20 per hour.
- ✓ Students under 17 can't work between 11 p.m. and 6 a.m.

Yukon

- ✓ There is no minimum age requirement to work in Yukon.
- ✓ The minimum wage is \$15.70 per hour.
- ✓ Students under 16 years old can't work during school hours.

Nunavut

- ✓ There is no minimum age requirement to work in Nunavut
- ✓ The minimum wage is \$16 per hour.
- ✓ Students under 17 can't work between 11 p.m. and 6 a.m.

*Information provided is current as of September 2022.



TAKING A WORK BREAK DURING YOUR SHIFT

Taking breaks during work gives you time to slow down, grab a snack to re-energize, and check in with friends or parents (are you sure they know when to pick you up?) You are legally entitled to a 30-minute unpaid break if you work a five-hour shift.

For many part-time jobs, a typical shift is three hours long, and employers often provide a paid 15-minute break. If you work full days on weekends, be sure to get your half-hour break (which can also be broken into two 15-minute breaks).

WORKING ON A STATUTORY HOLIDAY

Some businesses remain open on statutory holidays, like restaurants and grocery stores. And while you may not be eager to spend Family Day bagging groceries, there's a benefit to working while your friends lounge in their pjs. Employers must pay you no less than 1.5 times your regular rate for the time worked on that day.

For example, if regular wages are \$15 per hour, an employee who works on New Year's Day will earn \$22.50 per hour. Exceptions do apply (such as length of time you've been employed there) so check the labour laws for the province or territory you live in for more details.

WHAT ARE OVERTIME HOURS?

As a part-time employee, you won't likely work overtime. However if you do, you're entitled to overtime pay which equals one and a half times your hourly wage for each hour of overtime. The definition of overtime varies among provinces/territories, but your employer will surely be aware of its obligations. If in doubt, check the labour laws for your province or territory. There are also rules related to the hours a student can work (noted in the table summary).

HOW MUCH YOU'LL LIKELY BE PAID

For your first job, you won't likely have much say on your pay rate—most part-time jobs for students pay the minimum wage or slightly above. But there are many jobs in the service industry that share tips among staff which can significantly boost your wages. This is something to consider when applying for jobs (and to clarify during interviews).

JUGGLING SCHOOL AND WORK

You may find one of the most challenging aspects of the job isn't related to duties, but rather juggling your academic workload with your part-time job. Some employers can get a bit overzealous in scheduling students to work. If you find your work hours are interfering with your studies, you need to talk to your manager and ask for fewer hours or more flexibility. Keep in mind, many provinces and territories have limits on the hours a student can work which the employer must abide by.

GETTING TO WORK ON TIME

Factor in the location of your new job to ensure you can get there easily and on time. Don't

wait until your first day to figure it out. Discuss options with your parents before applying for a job: will they drive you both ways? Can you borrow the car? How long does it take to travel by public transit?

CHAPTER 3

5 WAYS

YOUR

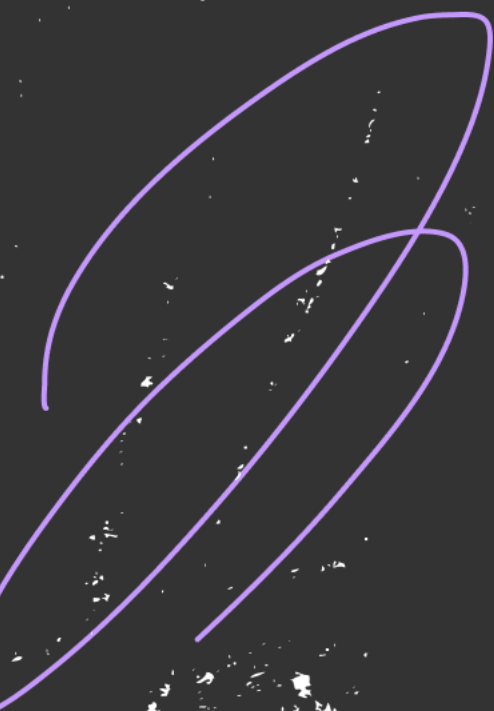
PARENTS

CAN HELP

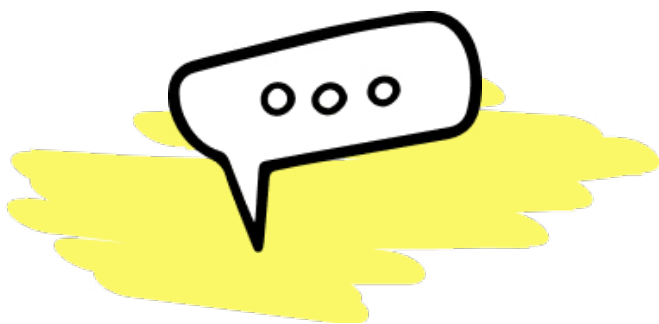
YOU FIND

A JOB





Your parents are your biggest cheerleaders, so it makes sense to solicit their help during your job search. They've been there (probably many times), and can offer guidance. Here are some top ways a parent—or other adults in your life—can pitch in with your job search:



① **HELP YOU REVIEW YOUR RESUME AND COVER LETTER**

You don't have to wait until your application is perfect before asking a parent to look it over. They can offer advice on what to include in your resume and cover letter. And if you're struggling to come up with your best qualities, who better than your parents to remind you of your awesomeness? Ask them to do one final proofread of your application before hitting 'send'.



② REACH OUT TO THEIR NETWORK

While you may be eager to prove to your parents (and yourself) that you can land a job all on your own, the reality is many jobs are filled through referrals. Whether through their own employer or a neighbourhood store, your parents' connections may help you nab a job interview.

You'll still have to prove yourself, but your shot of getting an offer is often higher when you've been referred by a trusted source.

③ HELP YOU DEFINE YOUR IDEAL JOB

Since you've never had a job, you may wonder what kind of job you should apply for. Your parents know you well—your personality traits, skills, and challenges. Be open to their suggestions on the types of jobs most suited to you and which ones to avoid.

④ PRACTICE INTERVIEW QUESTIONS

While you can practice answering questions in the mirror, why not let your parents role play the

interviewer? They may even throw in a surprise question or two to get you to think on your feet. Consider practicing the entire experience—handshake, eye contact, and questions you want to ask the interviewer.

5 **MANAGE UNCOMFORTABLE SITUATIONS**

If at any time during the application process you feel uncomfortable or unsafe, don't hesitate to talk to your parents about it. They're your number one advocate and will advise you on whether to continue with the recruitment process or move on.



CHAPTER 4

HOW TO WRITE A RESUME





To apply for any job, you need to craft a resume (cue the brow sweat). A resume describes your qualifications and includes: education, skills, work experience, interests, and accomplishments. It's often the only thing an employer uses to decide whether or not to interview you for a job. No pressure, right?

In short, a resume has one goal: to convince a potential employer you deserve a job interview. Here, we cover what to include in a resume, along with tips on how to make yours stand out.

Some companies require candidates to fill out an online application instead of (or in addition to) submitting a resume. Does that mean you're off the hook from crafting a resume? No chance! In fact, your resume is super useful when applying online—simply refer to it as you plug in your details.



GETTING STARTED

Make sure you have everything you need when you sit down to craft your work of art, ahem, resume.

Go in with the right mindset

This is no time to be humble. Your job is to prove you're the top candidate for the job. Employers want to know your strengths, so go ahead and brag—but don't embellish. Keep it honest and accurate.

One page is enough

A single page is the ideal length for a student resume to convey your qualifications for a part-time job. This isn't the time to stuff your document with words to hit word count like your last essay assignment. Keep it clear, concise, and relatively brief.

Helpful tools

You'll need access to word processing software such as Word or Google Docs. You may also want to use a resume template which can make it easier to plug in your information and it also comes professionally formatted.



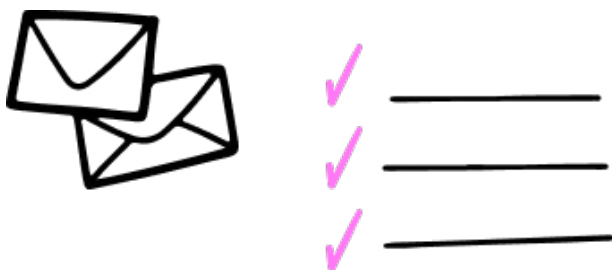
WHAT TO INCLUDE IN YOUR RESUME

Companies review many applications for a single job, so they want information that's organized, easy to read, and clearly describes your qualifications. Here we explain the different sections that make up a resume:

① YOUR CONTACT INFORMATION

Your contact information should be prominently featured at the top of the page. The first line is your first and last name in large font. The next line includes your email address, city, province, and phone number.

Make sure your email is professional (not `smarterthanu@hotmail.com`), and that you remember to check your email regularly after submitting your application. Most companies will reach out via email or phone—not text—and expect a swift response (a week later won't cut it).



② YOUR OBJECTIVE

Clearly state your objective. You can keep it super simple: 'Student seeking part-time work', or be more descriptive: 'Honour roll student with excellent social skills and a love of fashion seeking part-time work at a clothing store.'

The objective can be customized to the job posting, which can help your resume stand out from the competition. However, be sure to update it with each application! You don't want to include 'love of dogs' from your pet store application when applying at a fast food restaurant.

③ EDUCATION

With no past work experience, your education should be prominent. Include the name of the high school you attend, expected graduation date, and any academic achievements, such as Honour Roll or Dean's List.

④ WORK EXPERIENCE

This section typically details past and present jobs—something you might not have yet. But there are other ways to add valuable information here. Employers are aware that teens often have little or no formal work experience. They want to see examples that prove you're responsible, willing to learn, and have a good work ethic.

This is the time to brainstorm your many personal experiences and achievements. Did you play on a sports team? Have you volunteered? Are you on the student council? Are you in the school band? Do you regularly babysit in your neighbourhood?



Select two or three experiences that best demonstrate your job qualifications and list them, starting with the most recent, then the next most recent, and so on (also called reverse chronological order). For each experience, include:

- ✓ Name of position
Example: School newspaper editor

- ✓ Organization (if relevant)
Example: Pleasantville High Herald
- ✓ Dates of participation
Example: September 2021 - June 2022
- ✓ Bullet point list of two or three duties and responsibilities.

Keep each bullet point brief using concise details and numbers, as well as “action” words such as led, researched, created, managed, delivered, resolved, founded, developed, tracked, collaborated, grew, or promoted.

Example: Led a fall pumpkin carving competition that raised \$500 to launch our school newspaper. (Rather than: “Raised funds for my school”, which is vague.)

5 RELEVANT SKILLS

In this section, you can list relevant personal and professional skills that you bring to the job.

Examples might include:

- ✓ Highly organized
- ✓ Attention to detail
- ✓ Punctual
- ✓ Public speaking
- ✓ Video editing
- ✓ Social media

- ✓ Proficient in Microsoft Office
- ✓ First Aid and CPR Certified
- ✓ Hold a valid Ontario driver's license
- ✓ Varsity volleyball player



⑥ ADDITIONAL SECTIONS (OPTIONAL)

If you have space, you may choose to include additional sections such as: interests, languages, achievements, or certifications. These can also

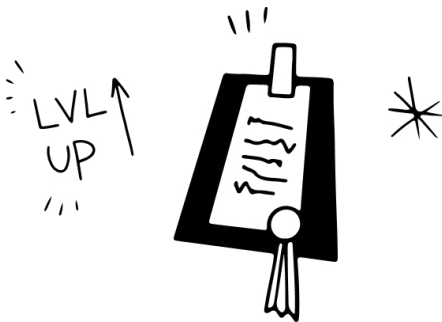
be listed under the “Relevant Skills” section if you don’t have enough to warrant an entire section on, say, achievements. Avoid repeating what you’ve already included in previous sections.

Examples are:

- ✓ Interests
Watercolour painting, sewing, vintage clothes collector

- ✓ Languages
Fluent English, fluent French, novice Spanish.
Certifications
CPR, First Aid
Level 7 Royal Conservatory of Music in Piano

- ✓ Technical skills
Microsoft Word, social media



⑦ REFERENCES (OPTIONAL)

Most employers don’t expect a list of references on a resume, but some may ask for one or two after the interview. It’s a good idea to start lining

them up so you're not scrambling should they ask. Always ask potential references in advance if they are willing to provide a good reference. That way they're prepared, rather than surprised, if they get a call.

FINAL TOUCHES TO YOUR RESUME

The final step is to polish your resume so it's properly formatted and error-free—employers will notice your attention to detail!

- ✓ Use section headings with bolded font to help the employer navigate the content easily.
- ✓ Stick to one or two basic fonts.
- ✓ Use single line spacing within each section and add more space between sections to break up your resume into neat blocks of text.
- ✓ Save your resume as a PDF to ensure the format does not change from one computer to the next.
- ✓ Proofread your resume to fix awkward sentences and to catch grammatical and formatting issues like typos, missed periods, and inconsistent spacing. Even if you use a resume template, don't skip this important step.

CHAPTER 5

HOW TO WRITE A COVER LETTER





Now that your resume is complete, you've got one more step to go: writing a cover letter (did you really think you were finished?). Just like you wouldn't meet someone new without saying hello, you shouldn't send a resume without properly introducing yourself.

A well-written cover letter can not only set you apart from other candidates, it gives you the chance to show your personality in a way that resumes can't.





8 THINGS TO INCLUDE IN A COVER LETTER

One of the keys to a good cover letter is keeping it simple. The employer doesn't want to read your autobiography—stick to three or four paragraphs. Here we break down what goes into a cover letter.

① YOUR CONTACT INFORMATION

Your contact information belongs at the top left of the page and includes your name, city and province, email address, and phone number.

② CURRENT DATE

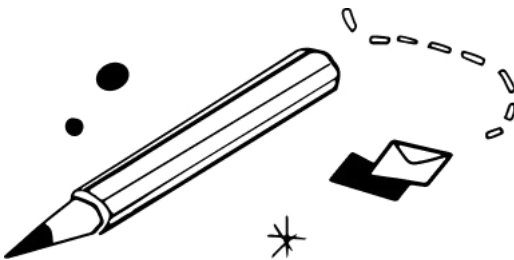
Type the date in full, keeping in mind the date you apply for the job (as opposed to the date you draft your cover letter).

③ EMPLOYER'S CONTACT INFORMATION

A couple spaces under the date, type in the hiring manager's name (if you have it), company name, and company address.

④ GREETING

Start with a traditional greeting, such as "Dear". If you know the contact's name, use first and last name, otherwise you can use a generic term such as hiring manager. When you don't know who to address it to, you may be able to find out with a quick phone call to the business (this can be tough for larger companies, however). Simply say: I'm applying for this job (indicate which job) and was hoping you could tell me who to address my cover letter to.



⑤ FIRST PARAGRAPH: YOUR REASON FOR WRITING THE LETTER

Explain the purpose of your letter in about three sentences, including the position you're applying

for, why it interests you, and what makes you an ideal candidate.



⑥ **SECOND PARAGRAPH: YOUR QUALIFICATIONS**

Describe your qualifications and how they relate to the job. Be sure to review the job description so that your main points relate to its requirements. Refer to your resume (which should be completed by now) for ideas on what to include. While you don't want to repeat your resume word-for-word, you can elaborate on one or two skills or experiences in your own words.

Focus on what is most relevant to the job and include keywords from the job posting. This main section of the cover letter can be one or two paragraphs long. Here's your chance to show some personality, but keep it professional—this is no place for sarcasm or jokes.

THIRD PARAGRAPH: WRAP UP

In your final paragraph, conclude the letter with one or two sentences that affirm your interest in the job. Finally, thank the hiring manager for reviewing your resume and that you'd be happy to discuss your qualifications in greater detail.



SIGN OFF

End the letter with “Sincerely,” followed by your first and last name.


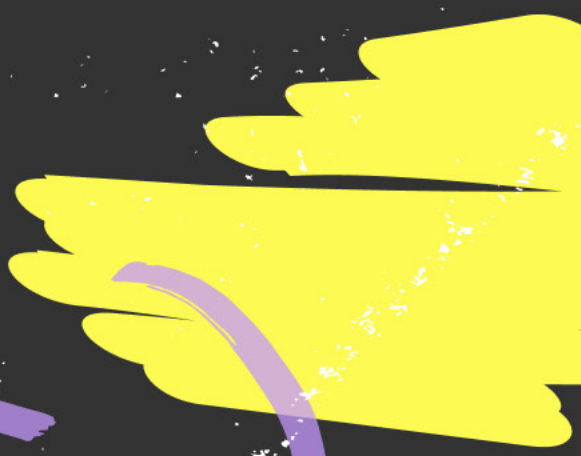
CHAPTER 6

HOW TO PREPARE FOR AN INTERVIEW





When it's time to face your first job interview, you may feel equal parts excited and nervous—this is normal! Most people have jitters before an interview, whether it's their first or fiftieth. Advance planning can help calm your nerves and ensure the interview runs smoothly.





REHEARSE ANSWERING COMMON INTERVIEW QUESTIONS

In a typical interview, you're asked a variety of questions to help the interviewer determine if you're the right candidate for the job. Once the question is asked, you don't want to spend too much time pondering your answer.



While a short pause is acceptable, lingering silence can feel uncomfortable for you and the interviewer. Practice ahead of time to prevent this from happening.

Here are some questions commonly asked during interviews for part-time jobs for teens:

- ✓ Tell me about yourself.
- ✓ What interests you about this job?
- ✓ Why do you want to work here?
- ✓ Do you have any experience working in this type of job/setting?
- ✓ What are your strengths?
- ✓ What would you consider your weaknesses?
- ✓ Why are you the right person for the job?
- ✓ How would your peers describe you?
- ✓ Tell me about a problem you had recently and how you solved it.
- ✓ What days and hours are you available to work?

For each question, jot down your answer in sentences or point form. Then practice your responses out loud. Adjust your notes as you practice to ensure you've come up with the best answer (and one you'll remember!) Save your notes for future interviews.

Researching the company is also good practice for interview prep. The interviewer will be impressed if you include details about the company in your answers.

TIPS FOR NAILING THE JOB INTERVIEW

Making a good first impression can go a long way toward convincing an employer you're perfect for the job. Here are some tips to give you a competitive edge when interview time arrives.



① **DRESS APPROPRIATELY**

How you dress indicates that you take the job opportunity seriously and want to put your best foot forward. Showing up in a graphic t-shirt and track pants is not going to win you any points. Wearing a suit and tie would be just as inappropriate for most part-time jobs. Keep it simple with a collared shirt or top and properly fitted pants or skirt.

② **PRACTICE BASIC INTERVIEW ETIQUETTE**

Your interview may be in person or online. For in-person interviews, be polite and friendly to everyone you encounter, from the counter staff to the boss. Make eye contact, smile, and project confidence. Be prepared to offer a firm handshake with the person who is interviewing you. If you don't have much experience shaking hands, practice with your parents or friends to get familiar with the practice.

If the interview takes place online, don't wait until the last minute to download the platform for the interview. Give yourself plenty of time to test the video and audio so you aren't held up by technology snags as the interviewer waits. Ensure your screen is set up in a quiet, distraction-free room, and remind anyone in the house that you're about to start your interview.



③ PREPARE QUESTIONS TO ASK THE INTERVIEWER

Many interviews conclude with the employer asking if you have any questions. When you have one or two questions prepared, you come across as engaged and interested in the job. Some examples are: When will you be making a hiring decision? How would you describe the company culture? How many hours will the job require per week?

④ EMAIL A THANK YOU NOTE

It's good practice to send a simple thank you note shortly after the interview (waiting until the next day is fine). In an email, thank the interviewer for meeting with you and reiterate your interest in the job. Short and simple is best.

CHAPTER 7

THE

BEST JOBS

FOR TEENS





Finding the right job can take time, so knowing what to look for and where to look can expose you to as many opportunities as possible. Even if you get a job interview, you may not get the offer.

This is a normal part of the job search, so don't take it personally. In fact, you'll probably find yourself searching for a job many times throughout your career—this is only the beginning!





WHERE TO LOOK FOR JOBS FOR TEENS

You just never know where your first job offer will come from so it's important to be open to a variety of sources. Here are some top ways to find the latest job openings:



Walk around your neighbourhood

One of the easiest ways to find a job is to scope out “we’re hiring” signs in your neighbourhood. Local shops and restaurants are often happy to accept your resume in person and may even interview you on the spot, which can shorten the hiring process (and your jitters).

Search online

Many large businesses such as grocery stores and restaurant chains only post job openings online. You can find them by visiting job portals such as Indeed or Workopolis or on company websites. Don’t forget to check the website of your city or town where you may find postings for jobs at community centres, arenas, libraries, and more.

Visit job fairs

Keep your eye out for job fairs throughout the year, but especially as summer approaches. Your municipal government may hold an annual job fair to help local businesses hire students on summer break. Some stores, such as garden centres or grocery stores, may also hold fairs to attract students during their busy seasons. Be sure to show up with a printed resume.

Ask friends who are already working

One of the easiest ways to find out about a job opening is through your friends who are already employed. They can refer you to their boss to speed up the recruitment process. As a bonus, you may have a friend to show you the ropes on your first shift.

THE 11 BEST JOBS FOR TEENS

Today there are so many employment opportunities for teens. Here we list 11 of the most popular and easy to land jobs for students looking for their first job:

① RETAIL SALES ASSOCIATE

Working at a retail store is a great first job for teens with openings available all year long. From clothing to pets, department stores to boutiques, you have lots of options to pursue a job that lines up with your personal interests or career aspirations.

Work hours will likely include after-school shifts and one full day on weekends, however you may find your hours are cut back during slow periods. Pay starts at minimum wage.



② **BARISTA**

Coffee shops are everywhere you turn, offering a great first job option for teens. As a barista, you'll have to learn how to craft specialty coffees under pressure (expect lineups), as well as heat up and serve baked goods. Cafés are often open early in the morning and late into the night.

This could mean longer work shifts (and higher earning potential), however keep in mind that too many hours could interfere with schooling. Some coffee chains require employees to be 16 and pay starts at minimum wage, but is often higher.



③ **BIG BOX STORE EMPLOYEE**

Working at big box stores is different from working at a typical retail store due to their large size, number of staff employed, and long hours of operation. Because big box stores require so many staff, they can be one of the easier places to land a part-time job.

From lining grocery carts to stocking shelves, they offer several positions for teens with no work experience. Since many are open from early in the morning to late at night, you may find a heavy work schedule competes with schoolwork. Pay is minimum wage and higher.



④ **FAST FOOD TEAM MEMBER**

Fast food restaurants are an ideal source for a teen's first job experience. Many fast food chains offer impressive training programs as well as

perks to attract young new hires and can look great on your resume.

Expect a fast paced environment and potentially long shifts if they're open late into the night. While you'll start at minimum wage, many fast-food chains offer opportunities to quickly advance to better-paying positions as crew trainers and managers.



5 MOVIE THEATRE STAFF

If you're a movie buff, why not apply to your local movie theatre where you can binge on free flicks? From taking tickets to working concessions, theatres offer many opportunities for teens without work experience. However you will be expected to work weekends and late nights. Pay is minimum wage and higher.

6 UMPIRE/SPORTS REFEREE

If you've played a sport for several years, you may qualify for a job as an umpire or other sports referee. Often, these seasonal jobs are suitable for candidates as young as 13, offering an ideal way to start building your resume early in an adult-supervised setting. Training is provided before starting the job and payment of wages may not be hourly, but rather per game.



7 **CAMP COUNSELLOR**

Do you love working with kids? Then a camp counsellor job may be perfect for you. From sleepover camps in the woods to computer programming camps indoors, there are opportunities for every skill or interest—and they're great resume boosters.

Most camps require counsellors to be 16 or 17 years-old, but counsellor-in-training programs may hire at 15 (these typically don't pay wages). You'll need to review each position for required certifications and qualifications.

Getting hired can be competitive because there are few spots and many applicants. Pay rates vary for day camps; overnight camps may pay significantly less than minimum wage but offer room and board.



8 LIFEGUARD OR SWIM INSTRUCTOR

If you love swimming, working as a lifeguard or swim instructor is a dream job. You need to be a strong swimmer who has achieved at least National Lifeguard certification and Standard First Aid to become a lifeguard.

More credentials are required to teach swimming. A great resume builder, both jobs indicate to future employers you're a hard worker (for completing all the training), responsible, and a leader. Pay starts above minimum wage for lifeguards, and is even higher for swim instructors.

9 RESTAURANT STAFF

While fast food restaurants are a great first job option, you may prefer to work at a sit down restaurant as a bus person or host. Since most restaurants serve alcohol, you must be at least 18 to be hired as a server.

Operating hours will depend on the type of restaurant you apply to—a breakfast place, a family restaurant, fine dining, or other. If you don't like the idea of working late, then choose carefully. Pay starts at minimum wage but is topped up with tips (most restaurants share the tips with all staff).

10 **USHER**

Working in event venues such as theatres, sporting stadiums, and concert halls, can be a thrilling experience. Ushers can be part of the action as they check tickets, show patrons to their seats, work at concessions, and more.

It's an ideal way to work up the ladder in competitive industries such as professional sports, music, or live theatre, or to simply enjoy perks like free tickets to shows and games (and possibly rubbing shoulders with celebrities). Pay starts at minimum wage.

11 **COMMUNITY CENTRE OR ARENA ATTENDANT**

Don't forget to consider job opportunities with your local city or town that include part-time jobs at community centres as attendants, or ice rinks as timekeepers or concessionaires. These jobs are ideal if you don't want a heavy work schedule since many positions are seasonal, flexible, and have short shifts. Pay starts at minimum wage.



GETTING YOUR FIRST JOB IS AN **EXCITING** OPPORTUNITY FOR TEENS

Searching and applying for your first job can be a lot of work, but is well worth the effort. It's true that the application process can feel a bit scary at first. Writing about yourself and explaining why you're the right candidate for a job isn't easy when you don't have past work experience.

But, as you now recognize, you have many attributes and personal experiences to bring to a part-time job—bragging is easier than you thought! A resume that conveys your unique and valuable qualifications will open the door to your first job, and many more to come.

As a teen, this is an exciting step toward gaining independence, earning your own money and building real work experience.

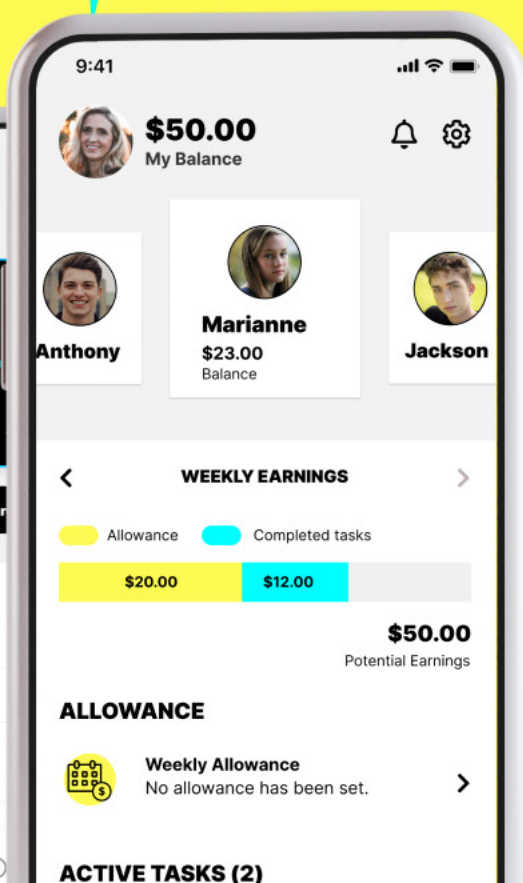
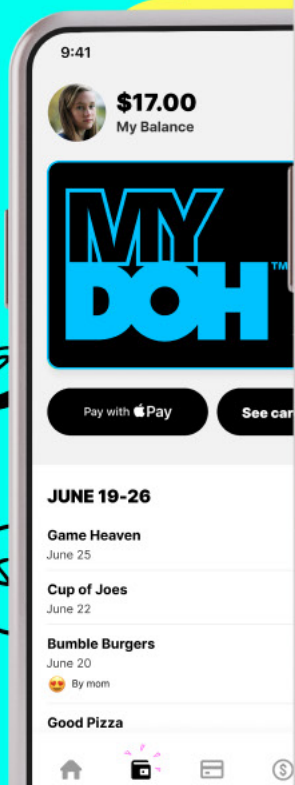




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