Places to search for jobs

Online Listings:



Local Neighborhood:

It’s worth swinging by your local **movie theaters**, **grocery stores**, **golf courses**, and **coffee shops** on a regular basis to see if they are hiring. Even if they aren’t, you can always put your resume on file with them and ask them to consider you the next time they have an opening.

Summer Camps:

There are a large number of residential and day camps across Massachusetts, and they all need to hire counselors over the summer months. Check in with local schools and Boys and Girls Clubs for day camp opportunities in your area, and check out the American Camp Association’s website for ongoing counselor and staff positions at other New England camps.

<http://www.acanewengland.org/jobs/available-jobs>

Boston-area Opportunities:

**Boston Youth Zone & Fund**The Boston Youth Zone is a comprehensive online listing of activities, job opportunities, after-school programs, and other fun things for Boston's kids and teens to do. It is also connected with the Boston Youth Fund, whose mission is to help Boston-area teens get jobs. The deadline for the Youth Fund has passed for this year, but be sure to apply next year during January/February.

[http://www.cityofboston.gov/youthzone/](http://www.cityofboston.gov/youthzone/default.asp) [http://www.bostonyouthfund.org/](http://www.bostonyouthfund.org/summerprogram.asp)

**Boston’s Private Industry Council**The Boston Private Industry Council (PIC) offers Boston Public School students a variety of ways to work and learn. Whether you need help passing MCAS, finding a summer job, or want to explore a career, the PIC can help.

<http://www.bostonpic.org/programs/summer-jobs>

**Boston Center for Independent Living: TIPS Program**
The TIPs program through the BCIL hires interns and matches them with partner sites where they work for the summer. Interns can work for their site between ten to twenty hours per week and will also be expected to attend weekly employment skill building workshops at BCIL. The deadline for application has also passed, but this program will be offered again next year.

<http://bostoncil.org/youth/tip.htm>

**Department of Conservation and Recreation**
The DCR has a Summer Work / STEP program for local teens. Summer workers assists in the smooth operation, maintenance, and cleanliness of their assigned Recreation facility at parks, pools, beaches, reservation and other DCR areas. Applications are due in mid-April.

<http://www.mass.gov/dcr/employment_summer.htm>

**Boston ABCD**ABCD matches low-income youth with partner worksites throughout Boston for summer employment. Participants receive guidance, work readiness and life skills training to learn about resume writing, financial education, conflict resolution, and workplace etiquette. Registration closed in mid-March, so check in again next year.

<http://www.bostonabcd.org/summerworks.aspx>

**City of Boston Internships**A City of Boston Internship provides students enrolled in an undergraduate or graduate degree program a rigorous learning experience, gaining valuable skills from a City Department. Interns are hired on an ongoing basis.

<http://www.cityofboston.gov/internships/>

**Thompson Island**The Green Ambassador Youth Employment Program provides youth from the Greater Boston area professional experience within the ‘green collar’ economy. It is a partnership program with Thompson Island Outward Bound Educational Center (TIOBEC) and the National Park Service (NPS). The program engages youth with their local environment and fosters investment in future green pathways.

<http://www.thompsonisland.org/youth-programs/youth-jobs-programs>

**New England Aquarium Teen Internship**The Aquarium offers paid summer and volunteer internships for Boston, Cambridge and suburban youth for six weeks in July and August. Interns receive valuable training and hands-on learning experiences. There are positions available in various departments throughout the Aquarium including education, gift shop and camp.

[http://www.neaq.org/get\_involved/volunteering\_and\_internships/internships/
summer\_teen\_internships/index.php](http://www.neaq.org/get_involved/volunteering_and_internships/internships/summer_teen_internships/index.php)

**Wakefield Trust Internship**
Each summer, the Wakefield Estate offers internships for local high school and college-age youth interested in working outside and learning landscape management skills. The landscape internship typically runs from early July to mid -August and interns work about 20 hours per week. Interns receive a weekly stipend and are supervised by the estate’s landscape supervisor.

<http://www.wakefieldtrust.org/site/programs/summer-youth-interns.html>

*For more, see the “Summer Stuff” newsletter by the Boston Public Schools:*[*http://www.bostonpublicschools.org/files/summer\_stuff\_sr.\_13\_0.pdf*](http://www.bostonpublicschools.org/files/summer_stuff_sr._13_0.pdf)

Organizations that can help

**Massachusetts Rehabilitation Commission (MRC) & Massachusetts Commission for the Blind (MCB)**The MRC and MCB both promote equality, empowerment and independence of individuals with disabilities, specifically around employment. If you have a disability and would like to find work, their counselors can provide you with resources, direct you towards jobs, and help you every step of the way.

<http://www.mass.gov/eohhs/gov/departments/mrc/> <http://www.mass.gov/eohhs/gov/departments/mcb/>

**Easter Seals: Employment and Training Services**Easter Seals conducts an assessment of a person's interests, skills and knowledge that would be applicable to the workplace. Secondly, the program offers skills training and the opportunity to receive assistance in career planning. Finally, Easter Seals offers job seekers assistance to secure employment.

<http://ma.easterseals.com/site/PageServer?pagename=MADR_jtehome>

**Work Inc.**Work Inc.’s Career Development Specialists provide one-on-one skills and interest assessments, comprehensive career counseling and planning, job search assistance, and post placement support for individuals with a disability.

<http://www.workinc.org/employment-services/>

**Work Without Limits**
Work Without Limits is a statewide network of engaged employers and innovative, collaborative partners that aims to increase employment among individuals with disabilities. They have a number of resources on their website for people looking for work.

<http://www.workwithoutlimits.org/>

**Out of Step**Out of Step is a unique marketplace and platform designed to connect people with disabilities to consumers and employers! Think of it as a LinkedIn, but specifically for people with disabilities.

<http://www.outofstep.com/>

**Boston Career Link**
Boston Career Link is a one-stop career center offering universal access to a broad range of career counseling services, career resources, workshops, career fairs, and special programs to connect job seekers looking to advance or change careers with employers.

<http://bostoncareerlink.org/>

**Helping Boston Work**The Work Place provides comprehensive employment and career services that are easy to access, customer-driven, and linked to the latest technology. They help individuals to find current job openings, assess their skill levels and interests, and enter education and training programs.

<http://theworkplace.org/>

What is a Resume?

A resume is a written summary of your work and education history, your skills, and your strengths.

Why is it Important?

When companies are looking to hire new employees, the first thing they will ask for is a resume, so they can determine if your skills and experience are appropriate for the job. Your resume is your chance to make a great **first impression**, so you can **land an interview**.

Components of a Resume

Resumes are divided into several sections that highlight different aspects of your background. The sections can include the following:

* Education
* Work Experience
* Volunteer Experiences
* Accomplishments
* Internships
* Skills
* Certifications
* Honors/Awards
* Interests

What is a Cover Letter?

A cover letter is a one-page letter that accompanies your resume when you submit for a job.

Why is it Important?

Employers don’t always spend a lot of time reaching resumes, so in your cover letter, you get the chance to tell them why your experience and background make you awesome for the job you’re applying for. It’s your chance to make ***another* first impression**, so you can **land an interview**.

Components of a Cover Letter

In your cover letters, you should be sure to do the following things:

* Express your interest in the position
* Explain why you think you’d be a good fit
* Go into detail about any relevant experience you may have
* Provide your contact information
* Thank the company for considering you for the position

Resume Tips

**Contact Information**
The first thing on your resume should be your name followed by your contact information (address, email address, and phone number). Make sure this information is accurate and up to date, so that employers can get back in touch with you.

**Don't be too fancy!**
Do not use a colored background, fancy fonts, or images throughout your document unless it is directly related to the job you are applying for. You want to grab the attention of the employer based on your qualifications, not based on your document.

**Font size**
Try to keep your font size around 11 or 12. Employers don’t want to have to squint to read your resume, but they also don’t like it when you have a large font to take up space.

**One page**Companies can receive hundreds of applications for the same job, and they don’t have time to read long resumes. Keep your resume no longer than one page.

**Stick to the truth**
Do not try to embellish your experience, job titles, or education. If you don't have work experience, include your volunteer work and school accomplishments. If you've not finished high school or college, list the expected completion date.

**Use bullet points**
Most employers are not going to take the time to read paragraphs of text on your resume. Instead, use bullet points to communicate your information as quickly and clearly as possible.

**Use action verbs**
Action verbs quickly communicate your experience and/or achievements. Examples include: coordinated, assisted, managed, planned, designed, and implemented.

**Do not include slang**You want to come across as professional and competent, so steer clear from slang, emoticons, or other forms of informal communication.

**Proofread!**
One small typo could potentially ruin your chances of getting an interview. Proofread, proofread, proofread! After proofreading it once, walk away and come back to it later and proofread again.

**Ask someone else to review your resume**
Get a second and third opinion. See if your test readers understand what you are trying to convey. You may understand what you’ve typed, but your meaning may not be clear to others.

**Sell yourself!**Your resume is your one main shot to get your foot in the door and get an interview. Just as organizations advertise on TV, your resume is *your* advertisement to companies. Show them that you are a better candidate than all the others!

Interview Do’s and Don’ts

Do’s

1. **Dress appropriately.** If you’re not sure how formal or casual to dress, err on the side of dressing more formally.
2. **Know the exact time and location of your interview.** If needed, scout the location out the day before, so you can make sure you can arrive on time.
3. **Arrive early.** Plan to arrive ten minutes before the scheduled interview time.
4. **Firm handshake & a smile.** When you first meet your interviewer, show them how confident you are by giving them a firm handshake and an ear-splitting smile.
5. **Body language & eye contact.** Throughout the entire interview, sit up straight and maintain good eye contact. It’ll make you seem more professional and confident.
6. **Avoid fidgeting.** Sit still in your seat, and avoid fidgeting and slouching.
7. **Focus on your skills & abilities.** Give direct and succinct answers to their questions, and tell them about all the skills you have.
8. **Ask questions.** It looks good to ask questions to the interviewer as well, as it shows your interest. You want to know what sort of workplace it is, so have some questions prepared beforehand.
9. **Be honest and be yourself!** Don’t try to be someone you’re not. If you get hired by acting like someone else, you and your employer will both be unhappy.
10. **Send a ‘Thank You’ note.** Employers interview multiple people for a position, so make yourself stand out by sending a “Thank You” card or email afterwards.

Don’ts

1. **Don’t chew anything.** No gum, candy, or breath mints.
2. **Don’t be negative.** Instead, be positive and upbeat as much as possible.
3. **Don’t criticize a former boss or employer.** This is a big no-no. Even if you had a bad experience at your last job, it looks bad to publicly criticize them.
4. **Don’t give two word answers.** The interviewer wants to get to know you, so elaborate and explain.
5. **Don’t be soft-spoken.** Speak up! Be heard! If this is tough for you, practice beforehand.
6. **Don’t address the interviewer by first name (unless told to do so).** Use “Mr.” or “Ms.” instead.
7. **Don’t forget to turn your cell phone off before the interview.** If you forget and it rings, turn it off, apologize, and ignore it.
8. **Don’t use slang.** Try to speak as professionally as possible.
9. **Don't inquire about salary or benefits until after you've received a job offer.** You don’t want to give the impression that those are the only things you care about.
10. **Don't respond to an unexpected question with an extended pause.** If you don’t know how to answer a question, give a short pause and give it your best shot. Remember, be honest!

Questions to Ask Employers

The #1 Rule of interviewing is to do your research and demonstrate that research in the questions you have for the prospective employer!

Possible Questions Relating to the Position and/or the Organization:

1. If you do not understand the positions, ask for clarification--Please describe the duties of the job for me.
2. Could you describe a typical day for this position?
3. What are a few of the projects I would be tackling? In the first six months? First year?
4. What are the qualities/qualifications you are seeking for this position?
5. When might a decision be made about this position?
6. What do you find most rewarding about working for (name of organization?)
7. What is the most challenging aspect of your work?

Stay away from questions about vacation, benefits and salary amounts. Do NOT ask for the same information that is in any company literature you received or on their website.

Follow Up/ Thank You Notes

Within 24 Hours: Send out Thank You Note!

1. Keep your thank you notes brief and professional.
2. You may want to send a short email thank you – particularly when decisions are being made right away.
3. Organize your note. A suggested format adapted from JobWeb:
	1. 1st paragraph: Express your appreciation (for the interview, for the opportunity to discuss the position at the career fair, etc.). Mention the date of the contact.
	2. 2nd paragraph: Personalize it! For example: mention something that you learned that enhanced your interest in the position or a skill or experience that you were not able to discuss during your contact. Add a sentence reiterating your strongest points.
	3. 3rd paragraph: Reaffirm your interest in the position. Tell the employer that you look forward to hearing from them.
4. You may want to write multiple letters if several people met with you during the interview. If this is the case, make sure not to send identical notes.
5. Spell all names correctly (ask for business cards or verify spelling at the interview) and carefully proofread your letter.
6. Type or handwritten letters are fine; handwriting must be neat.

Ongoing Communications:

1. Get a sense of where the employer is in the hiring process.
2. If you don’t hear from the employer within their designated timeframe, initiate a contact with a call or email.
3. Aim to be pleasantly persistent…but not pushy.
4. Be respectful of an employer’s needs and style as you consider appropriate follow up.
5. REMEMBER: Keep moving forward with applications, search and follow up until you have your job.

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