

# RESOURCE Toolkit

Before you apply, stop here for job search and workplace-related advice!

## FIRST THINGS FIRST

- You must almost always be at least 14-years-old to work.
- If you're under 18 and still in school, get [Working Papers](#) from the School District of Philadelphia.
- Build a [resume](#).
- Memorize your social security number, if you have one.



## FINDING A JOB

### Searching online:

- Consider other job search engines as well, such as [SnagAJob](#), [CoolWorks](#), & [Idealist](#).
- When doing a web search, consider using keywords like “summer,” “part-time,” and “temporary.”
- A company’s job application page is often linked at the bottom of the homepage or in the “about us” or “contact us” sections.
- You may find applications listed as “job opportunities” or “careers.”
- In general, keep an eye out for “hourly” or “in-store” positions as opposed to “management” or “corporate.”

### Applying in person:

- Many businesses, especially small or independent businesses in your neighborhood, welcome and even prefer you to apply in person. If you choose to do this, bring a resume, walk in confidently, and say that you would like to apply for a job. Many businesses will consider your application even if they don’t have a sign outside saying they are hiring. If a manager is not there to take your resume, ask if you can leave it for them.

### In general:

- Check your e-mail and phone messages regularly and respond promptly if contacted by an employer.
- You may have to put out a lot of applications before you get a response. Don’t get discouraged...this is part of the process!

## THEY CALLED YOU BACK!

- [Prepare for a perfect job interview.](#)
- [What should you wear?](#)

...AND YOU GOT THE JOB!

- [Tips for your first day](#)

## WHAT’S IN YOUR WALLET?



Get advice for handling money [here](#), and practice [here](#)!

# Opportunity Forum

Get connected to college, clubs & activities, and more!

## College & Education

- The Mayor's Office of Education provides prospective college students, their families, and their mentors with information and resources through the [Graduation Coach Campaign](#) and [PhillyGoes2College](#).
- [Big Future by the College Board](#) is a great search engine for developing a list of your top schools.
- The [Mayor's Commission on Literacy](#) offers a number of programs and resources to support adult education and literacy in Philadelphia.
- The School District of Philadelphia's [ELECT program](#) offers support to students who are current or expectant parents.



## Clubs & Activities

- [Boys and Girls Clubs](#)
- Get into museums in Philly for FREE with a [STAMP Pass](#).
- [After School Activities Partnerships](#)
- Philadelphia [Indego](#) Bike Share
- [Youth Sports Collaborative](#)
- Check out classes and programs about nutrition and urban farming with [Triskeles!](#)



Have you explored the [Fun Safe Philly Summer](#)

101 Free Things to Do in the Summer guide?

It includes a ton of information on ways for teens to volunteer, learn, and get active during the summer. [Check it out!](#)

Are you interested in getting involved in government and speaking up for young people in Philadelphia?

Get involved in your community and become a commissioner with the [Philadelphia Youth Commission!](#)



# MORE OPPORTUNITIES

Get connected to college, clubs & activities, and more!



## TECHNOLOGY

- Make use of your neighborhood [KEYSPOT](#) computer lab!
- Check to see if you qualify for affordable internet through Comcast's [Internet Essentials](#) program.

## HEALTH & WELLNESS

- The [Greater Philadelphia Coalition Against Hunger](#) offers assistance to families in need of food resources, including SNAP (food stamp) benefits and locating free summer meal sites for youth 18 and under, as well as students with disabilities 19 and older.
- Get your school involved with Food Fit Philly's [HYPE](#) (Healthy You. Positive Energy.) Campaign to promote healthy eating and physical activity.
- Feeling stressed, depressed, or want to learn how to help someone else who is struggling with mental health? Visit [Healthy Minds Philly](#) for more information.
- The [Attic Youth Center](#) provides a safe space for LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Questioning) youth to learn, get involved, and build community.



GET INVOLVED BY  
VOLUNTEERING!

SERVE Philadelphia, operated by the Mayor's Office of Civic Engagement and Volunteer Service, offers a variety of opportunities for teens and young adults to build experience and help give back to their community. [Sign up today!](#)

**FUN  
SAFE  
PHILLY  
SUMMER**

NOT FINDING WHAT YOU'RE  
LOOKING FOR HERE? GET  
CONNECTED WITH FUN SAFE  
PHILLY SUMMER AND FIND  
OPPORTUNITIES FOR HAVING FUN  
AND GETTING INVOLVED BY...

...VISITING OUR [WEBSITE!](#)

...JOINING OUR [MAILING LIST!](#)

...FOLLOWING US ON [TWITTER](#) & [FACEBOOK!](#)