

6 Tips for **JOB** Searching While in **High School**



Create a Professional Email Address

To stay organized, make a new email address used only for job applications and your resume. Keep it simple and professional, such as a variation of your first and last name.



Prepare Your Application Materials

Finalize your resume and a list of 3 personal or professional references. Save your files digitally using your first and last name as the file name, and print several copies to have on hand.



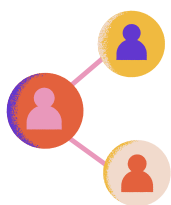
Apply Online and In Person

Search and apply for jobs using online platforms such as AgHires.com, Indeed, Monster, and company websites. Plus, visit local businesses in person and ask to fill out an application.



Follow Up On Your Applications

Within a couple of weeks after applying, call, email, or visit the company to follow up about your application and further show your interest in the job.



Utilize Personal Connections

Ask family and friends if they know of any places hiring high school students. Attend job fairs, open hiring events, create a LinkedIn profile, and introduce yourself to new people to widen your network.



Keep an Open Mind

Finding a job in high school can be difficult due to your schedule and limited experience, so be open-minded during your search. Remember that your high school job likely won't be your dream job just yet, but will equip you with a variety of skills to set your future career up for success!