

# About Youthworks

Summer & Afterschool programs

Special projects:

Tobacco Prevention

Biotech Partners

Youth in Law and Government

YMCA Teen Center

(14-17 years old)

Graffiti Abatement with City of Berkeley

Public Works

(18-25 year olds)

Pre-screening

Recruitment

Temporary jobs with community partners

& city departments

(14-25 years old)

Referrals to training & academic programs in trade & green businesses:

Rising Sun Energy Center/GETS

Richmond Build

East Bay Green Job Corps

East Bay Career Advancement Academy

(18-25 years old)



## Other Important Information

**Email** - Employers will often make contact through email, so we recommend you create an account, and make sure your email address is professional or neutral.

**Voicemail** - If you have an answering service or a cell phone with voicemail, make sure your outgoing message is short, clear, and courteous.

**Identification** - Although a state-issued ID is not a legal requirement for working, having one shows being prepared for work. When applying for City of Berkeley programs, it has an added advantage of serving as proof of residence.

**Social Security Card** - Federal law requires employers to verify the social security number of each potential employee. If your card cannot be located, now is the time to apply for a replacement card. It takes 10-14 days to receive a new card. Social Security Administration office is located at 2045 Allston Way, Berkeley.

**Managing Your Money** - We encourage you to open a bank or credit union account. Youth under 18 years old may require a guardian's signature.

It's never too early to start preparing for a job!



Department of Health, Housing,  
and Community Services

# YouthWorks

## Employment Programs



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## Tips & Tricks: Preparing Teens for a Job

Although it may seem too early, it really is time for teens to begin preparing for that rite of teen passage—a summer or after-school job. Whether it is to contribute to a family's household income or independently finance summer fun, summer jobs are an important part of adolescence.

Working during the summer or afterschool is also a way to explore possible career paths, strengthen college applications, and widen horizons outside of the usual routine/environment. A job can also help boost confidence and teach maturity, discipline, and responsibility.

How can you prepare for the application process? Whether you are applying for the City of Berkeley's YouthWorks program or a job at the corner store, there are job search and preparation steps, which all job seekers must do. Here is a checklist to help you get started:

- Resume
- Interviewing and presentation
- Attitude and work ethic
- Other important information



## Resume

A resume serves as an introduction to the job applicant. The act of creating a resume also allows you to think about your experiences, and gives you an opportunity to tell your personal story.



A resume should be word-processed or typed with the following information:

- Include unpaid and/or volunteer experience, including chores, babysitting, house-sitting, tutoring, etc. This shows initiative, good work ethic, and may indicate transferable skills.
- Include both hard and soft skills. Hard skills relate to specific work, such as PC/Mac skills, childcare, website design and/or publishing, cooking, car repair, etc. Soft skills are interpersonal skills, work habit and attitudes that are applicable across a wide range of jobs, such as being organized, punctual, enthusiastic, detail-oriented, etc.

Sample resumes and templates can be found at the YouthWorks office or online. Microsoft Word also contains a variety of resume templates. A resume is not only a history of what has already been done, but also your objectives and a listing of your skills and abilities. Your resume should be up-to-date with the latest information: skills, work experience, extracurricular activities, and contact information.

## Interviewing & Presentation

Learning how to interview is an important part of getting hired. Job seekers should know the basics of presentation, dress, etiquette, and communication skills. Remember, you never have a second chance to make a first impression! Remember the following:

- Dress conservatively: no sagging, revealing clothing, caps, excessive jewelry/cologne/perfume/excessive makeup/gum chewing. Cell phones must be turned off.
- Convince the employer how you will be an asset to the workplace. Show that you are ready and eager to work, and be a part of the team.

## Attitude & Work Culture

Performance and attitude are essential. The ability to be responsible, punctual, follow directions, work independently without supervision, self-manage, and take initiative is valued highly. If you exhibit these qualities or make a concerted effort, you will be successful in the workplace.

