



Introduction (5 minutes)

As a teenager, entering the workforce can be a daunting experience. However, with the right skills and knowledge, you can increase your chances of success. This worksheet is designed to help you create a resume and prepare for a job interview. By the end of this activity, you will have a better understanding of how to showcase your skills and experiences to potential employers.

Understanding Resumes (15 minutes)

A resume is a document that highlights your education, work experience, skills, and achievements. It is essential to tailor your resume to the specific job you are applying for, emphasizing the skills and experiences that match the job requirements.

Activity 1: Resume Components

1. Contact Information
2. Education
3. Work Experience
4. Skills
5. Achievements

Tailoring Resumes and Cover Letters (15 minutes)

Customizing your resume and cover letter for specific job openings is crucial. Analyze the job posting and identify the key qualifications required for the position. Incorporate these qualifications into your application materials to increase your chances of standing out.

Activity 2: Tailoring Your Resume

Read the job posting below and identify the key qualifications required for the position:

[Insert job posting]

1. What skills do you have that match the job requirements?

2. What experiences do you have that align with the job description?

3. How can you incorporate these skills and experiences into your resume?

Preparing for Job Interviews (15 minutes)

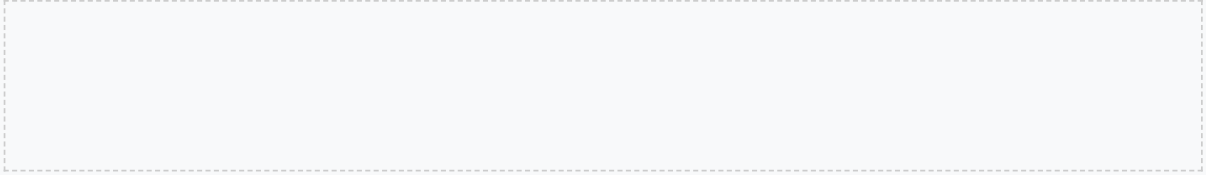
Preparing for a job interview involves researching the company, practicing common interview questions, and understanding the importance of body language and tone of voice.

Activity 3: Common Interview Questions

1. Can you tell me about yourself? Page 1 of 5

2. Why do you want to work for this company?

3. What are your strengths and weaknesses?



Practice Interview Questions (15 minutes)

Use the following questions to practice your interview skills:

1. What are your career goals?

2. Why do you want to work in this industry?

3. Can you give an example of a time when you overcame a challenge?

Resume Building Activity (20 minutes)

Create a resume using the following template:

[Insert template]

[Space for resume building]

Job Search Strategies (15 minutes)

Finding job openings and applying for positions can be a challenging task. Research different job search strategies, such as using job boards, company websites, and social media.

Activity 4: Job Search Strategies

1. _____

2. _____

3. _____

Career Exploration and Goal Setting (15 minutes)

Exploring different career paths and setting short-term and long-term career goals can help you navigate your future careers successfully.

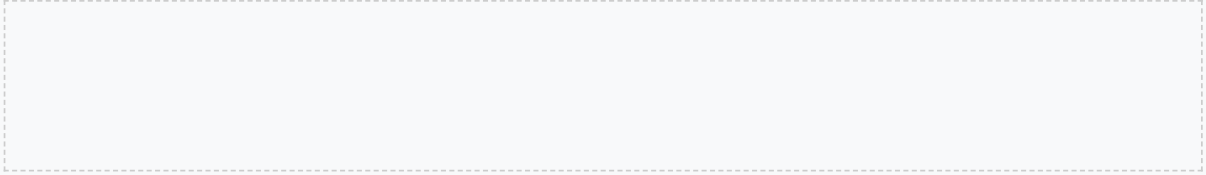
Activity 5: Career Exploration

1. _____

2. _____

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3. _____



Conclusion (5 minutes)

Creating a resume and preparing for a job interview are essential skills for teenagers entering the workforce. By understanding the components of a resume, tailoring your application materials, and practicing interview skills, you can increase your chances of success. Remember to stay positive, be open-minded, and continuously learn and grow in your career.

Additional Resources

For more information on creating a resume and preparing for a job interview, visit the following websites:

- [Insert websites]

