



Introduction

As a 14-year-old, you are likely to be thinking about your future career and how you can gain valuable work experience. Part-time and summer jobs can provide you with the opportunity to develop essential skills, earn money, and build your professional network. In this worksheet, we will explore the different types of part-time and summer jobs available, how to search and apply for jobs, and the importance of safety considerations and protocols.

Part-Time and Summer Job Options

Answer the following questions:

1. What are some common part-time and summer jobs available to 14-year-olds?

2. What are the benefits of working in a part-time or summer job?

3. What are some skills that you can develop through part-time and summer jobs?

Job Search Strategies

Answer the following questions:

1. How can you search for part-time and summer job openings?

2. What are some tips for creating a resume and cover letter?

3. How can you prepare for a job interview?

Safety Considerations and Protocols

Answer the following questions:

1. What are some safety protocols that you should follow when working in a part-time or summer job?

2. What are your rights and responsibilities as a 14-year-old worker?

3. How can you report any incidents or concerns to your employer or supervisor?

Career Exploration

Answer the following questions:

1. What are your career aspirations and interests?

2. How can you research different career paths and job opportunities?

3. What are some skills and qualifications that you need to develop to achieve your career goals?

Resume Building

Create a basic resume that highlights your skills and experiences.

Contact Information:

Education:

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Skills:

Work Experience:



Job Application Letter

Write a job application letter for a part-time or summer job that you are interested in.

Introduction:

Body:

Conclusion:

Interview Skills

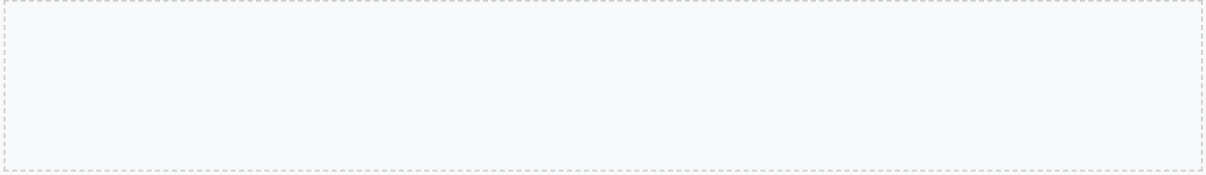
Practice your interview skills by answering the following questions:

1. Can you tell me about yourself?

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

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3. What are your strengths and weaknesses?



Career Research

Research a career path that interests you and answer the following questions:

1. What are the job requirements and responsibilities?

2. What are the skills and qualifications needed for the job?

3. What are the growth opportunities and salary range for the job?

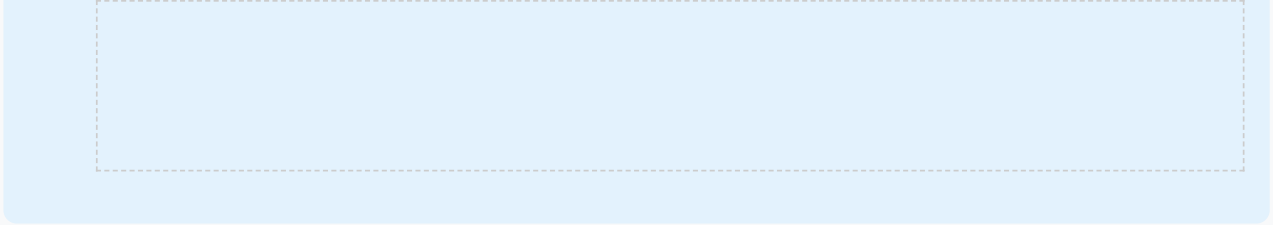
Reflection

Individual Reflection:

1. What did you learn about part-time and summer job options?

2. How can you apply this knowledge to your future career?

3. What are your next steps in exploring career options and job opportunities?



Conclusion

Congratulations on completing this worksheet! Remember that exploring part-time and summer job options is an ongoing process that requires effort, dedication, and self-reflection. Keep building your skills, networking, and learning to achieve your career goals.

