



Tips for getting the most out of HIRE Duxbury with a sample resume format on the back!

How to Start

- Think about what kind of job you might be interested in, when you could start and how much time you have available to work. This is really important. Can you commit to a job? Can the employer depend on you?
- Learn about the businesses you might be interested in, and do your homework. Do a Google search, check out their website or Facebook page to learn about them.
- Prepare a simple resume with your name, address, email, interests, skills, work or volunteer experience.
- First impressions count, dress business casual and be ready for an on the spot interview.

The Interview - Common Interview Questions

- Tell me about yourself (brief summary of who you are- no more than 2 minutes. Include age, grade, work experience (if any), and any wow factors (something that sets you apart).
- What do you like to do outside of school? What are your hobbies?
- Why are you interested in working here?
- Why are you the right person for this job?
- Do you have other commitments that will impact your availability to work the expected schedule?
- Which subjects in school do you enjoy the most and why?
- Most interviews are focused on a few main points- try to relax and be yourself!
 - Are you a good fit for the business (personality)?
 - Are you a good fit for the job (skills, trainability)?
 - Are you a good listener and do you communicate clearly?
 - What is your availability and what hours you could work?
 - Does your wage expectation match up with what they are offering?

If they haven't told you, ask how much the job is paying and if there are any benefits (discounts or even commission in some sales jobs). We know it may be uncomfortable to ask about pay, but it's absolutely appropriate for you to have that clarity.

- If you want the job, tell the interviewer before you leave. If you don't want it, tell them you don't think it's the right fit and thank them for their time.
- Ask for a business card or contact information. Most applications are online and you can only be considered when this is completed. When you get home, complete the application and E-mail or send a thank you note to say how much you enjoyed the interview and why you would like to work there.
- Leave a copy of your resume with the employer. .

Sample Resume

First Name Last Name

Address

Email Address

Cell phone #

Objective

To obtain a position, internship, etc. (Customize the objective to match the position in which are you applying)

Education

Duxbury High School, Duxbury MA

Enter Year - Graduation Year

Awards / Honors

National Honors Society, 2022 - 2023

Activities

- Member of the Duxbury tennis team
- Member of Duxbury High School Student Council Committee

Work Experience

Pet Sitter

2020 - Present

- Provide pet sitting services for neighbors and community members which include dog walking, feeding and social time.

Babysitter

2021 - Present

- Take care of children ages between 2 - 7 years old.
- Facilitate outside play which includes hide and seek, swings, ball play, chalk drawing, hopscotch
- Read bedtime books to the children
- Coordinate bedtime routine to include change of clothes, teeth brushing and lights out

Computer Skills

- Proficient with Microsoft Word, Excel, PowerPoint and GoogleDocs
- Proficient with Social Media (Instagram, Facebook, TikTok, and Reels)

Interests

Play the guitar, reading graphic novels, skiing, tennis