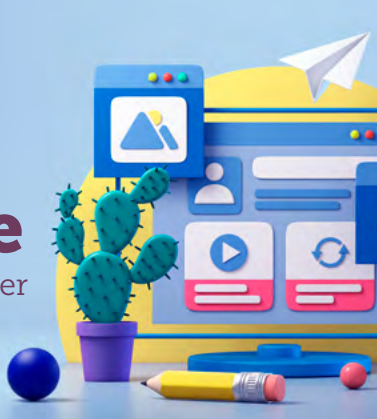




Labor Market Information

Pocket Resume

Governor's Summer Job Hunt



Before an Interview

- Visit the company's website to learn about their mission, values, products, and services.
- Be aware of what is posted publicly on your social media accounts. Employers can search them to evaluate you as a candidate.
- Practice answering questions out loud.
- Check with references to make sure it's okay to use them as a reference and verify their contact information. You want them to be prepared to discuss why you're a great candidate for the job!

How to Present Yourself



Pay close attention to your hygiene.



Make sure your clothes are clean, wrinkle-free, and tidy.



Dress 1 level above the job.



Use minimal or no fragrance.



Wear minimal makeup and jewelry.

Come Prepared



Print 3 copies of your resume and 1 copy of your references.



Bring a notepad and 2 working pens.



Interview Tips

- Plan to arrive 15 minutes early.
- Don't smoke or chew gum.
- Be pleasant and look professional.
- Turn off your cell phone.
- Introduce yourself with your full name.
- Keep steady, natural eye contact.
- Think first, be specific, and speak only long enough to answer the question.
- Turn negatives into positives by telling how you learned from them.
- When it's your turn, ask questions about the job and company. Questions show interest and motivation.
- Don't ask about pay during the interview. (Pay will be fixed for most summer jobs.)
- Send a brief thank you note or email within 24 hours of the interview.



Questions to Expect

- Tell me about yourself. (Keep your answers professional and respond with details about your education and skills.)
- Why are you interested in this job?
- What is your greatest strength? Weakness?
- Give an example of how you have shown teamwork, communication, or problem solving skills, etc.
- Give an example of how you handled a difficult situation in a previous job or at school.
- Where do you see yourself in 3/5 years?
- Tell us about an accomplishment of which you are most proud.
- When can you start?

Questions You Should Ask

- What skills are most important for this job?
- Please describe a typical work day and a typical challenge that may arise in this job?
- What does the training process look like for this job?
- When do you expect to make a hiring decision?

Colorado Labor Law Basics

- Work permits are not required for minors in Colorado.
- If an employer requires an age certificate, contact your individual school or school district.
- 14 is the minimum age to work in Colorado (with few exceptions).
- When you turn 18, you can work unlimited hours in any occupation.

For more information, visit coloradolaborlaw.gov and look for **Youth Law**.

cdle.colorado.gov | colmgateway.com





Education & Training

High School _____

Address _____

College _____

Address _____

Technical/Vocational _____

Address _____

Other Training or Certification _____

Address _____

Experience

Company Name _____

Phone _____

Address _____

City _____ State _____ Zip _____

Supervisor _____

Job Title _____

Work Duties _____

Average Hours per Week _____

Hourly Rate: Starting _____ Final _____

Dates Employed: From _____ To _____

Company Name _____

Phone _____

Address _____

City _____ State _____ Zip _____

Supervisor _____

Job Title _____

Work Duties _____

Average Hours per Week _____

Hourly Rate: Starting _____ Final _____

Dates Employed: From _____ To _____

References

Name _____ Phone _____

Email _____

Relationship/Years Known _____

Name _____ Phone _____

Email _____

Relationship/Years Known _____

Name _____ Phone _____

Email _____

Relationship/Years Known _____

Skills & Abilities

Volunteer Experience

Clubs & Sports

Online Resources

gsjh.cdle.co

connectingcolorado.com

colmigateway.com

mycoloradojourney.com

cdle.colorado.gov

Age Labor Facts

14	Minimum eligible age to work in Colorado
14 & 15	Can work: <ul style="list-style-type: none"> • up to 3 hours on a school day or 18 hours during a school week. • up to 8 hours in any 24-hour period or 40 hours during a non-school week. • during non-school hours & between 7 a.m. - 7 p.m. during the school year. • as late as 9 p.m. between June 1 and Labor Day.
16 & 17	Can work: <ul style="list-style-type: none"> • any time of the day or night including during school hours. • year-round and up to 8 hours in any 24-hour period and 40 hours per week.
17	Minimum age to drive on public roads as part of your job (but with restrictions).
18+	Minimum age to perform tasks that are considered hazardous, including the operation of: <ul style="list-style-type: none"> • power food slicers and grinders • power-driven bakery machines • power-driven woodworking machines

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Department of Labor and Employment

Office of Labor Market Information