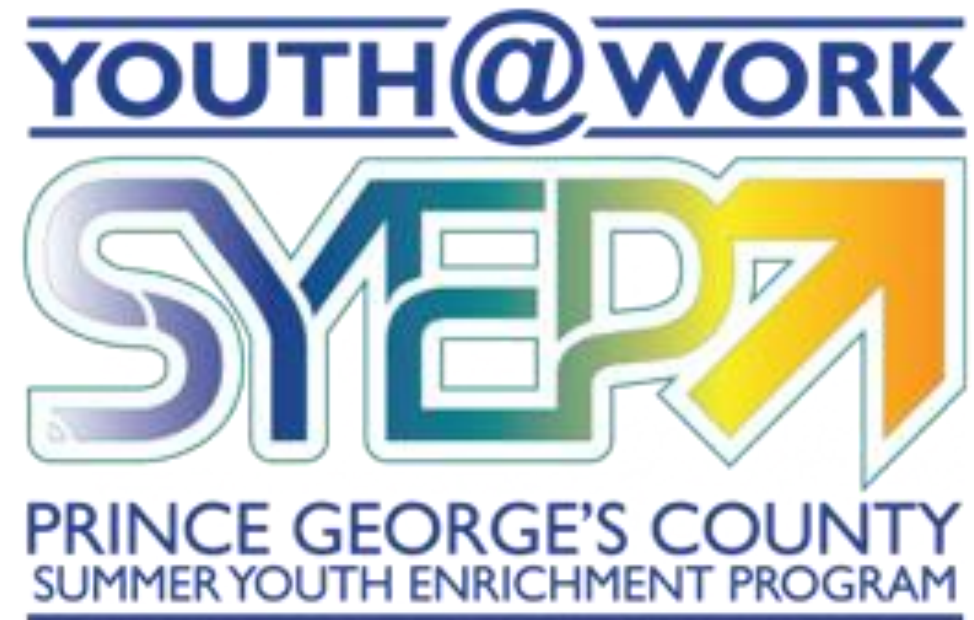




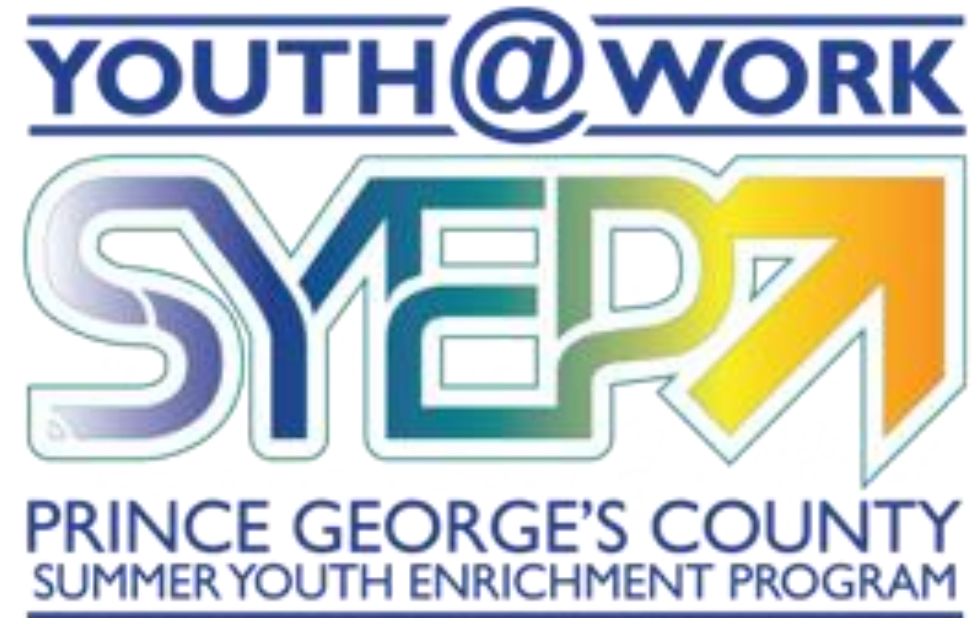
Getting Prepared



Getting Prepared

Set Up a Professional Email Address

- Sign up for a free work appropriate email address (Gmail , Outlook , etc.) that will leave a good impression on employers.
- An email address is the most fundamental form of your online identity, and your goal is to make a good impression.
- Do not use your school email address as many education systems have firewalls and email filters to protect institutions—and you may miss out on important information.



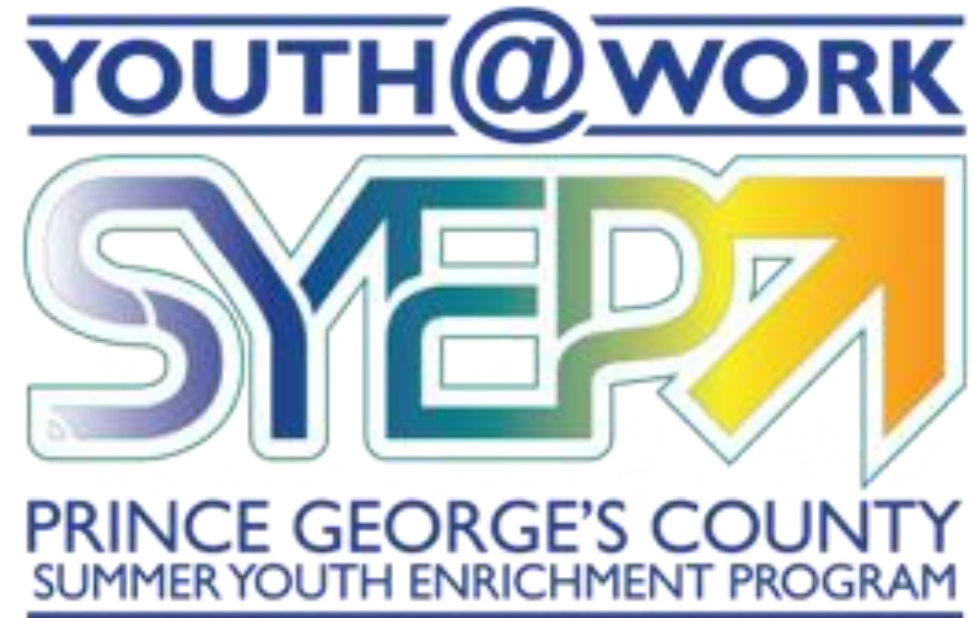
Getting Prepared

Gather Your Personal Information

This information is required to verify your identity and eligibility for the SYEP. Take your time when completing the application to ensure your information is accurate and error-free!

These documents should be kept in a safe place where you can access them when completing your application. If you need assistance obtaining any of the documents listed below, click on the associated link to learn how to order a replacement:

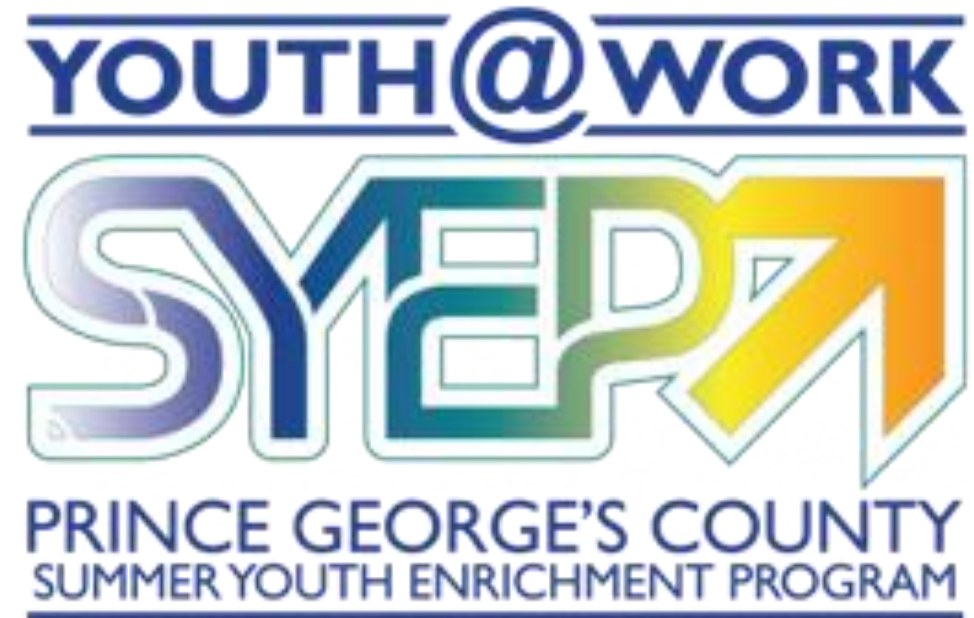
- [Social Security Card](#)
- [Photo Identification Card](#)
- [Birth Certificate](#)



Getting Prepared

Bank Account Information

You must have a bank account to receive your paycheck. Be sure to [research options](#), open or utilize your current bank account, and have the account information available when you are completing your SYEP paperwork.



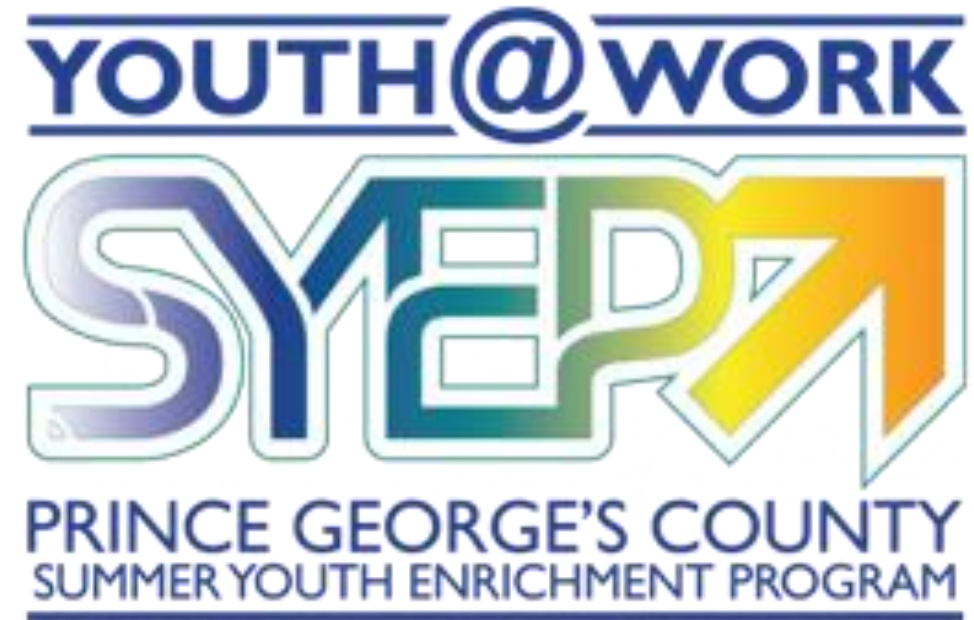
Getting Prepared

Identify Job or Career Interest

Take a moment to think about the types of jobs or careers that interest you most. Knowing what you enjoy helps us match youth with opportunities that fit your skills, goals, and curiosity.

Consider resources to help identify your interests:

1. [O*Net Interest Profiler](#) – free assessment tool that helps you discover which work activities and occupations you might find exciting.
2. [CareerOneStop](#) – U.S. Department of Labor sponsored site that offers surveys, videos, and data to help you explore careers.

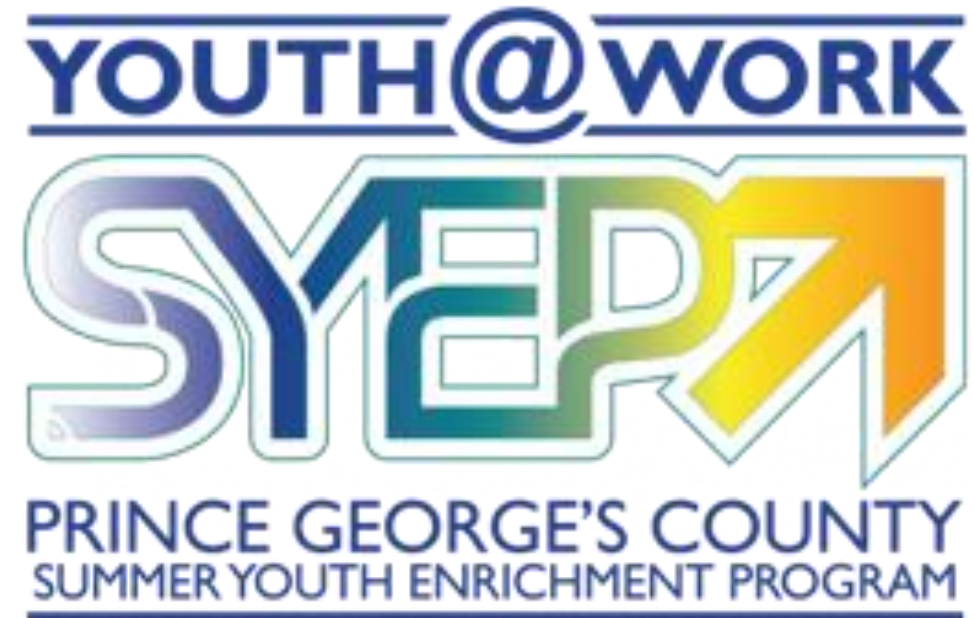


Getting Prepared

Set Up a Professional Voicemail Greeting

Employers may call to offer placement details, and a clear voicemail helps ensure you do not miss important updates.

- Make sure your phone has a voicemail greeting that sounds professional and includes your name with a polite introduction for the caller to leave a message.
 - Ex: *“Hi, this is [Your Name]. I’m unavailable to take your call. Please leave a message, and I’ll get back to you as soon as possible.”*
- Alternatively, you can utilize the default/system greeting that comes with your phone or carrier that includes your phone number and a prompt to leave a message.

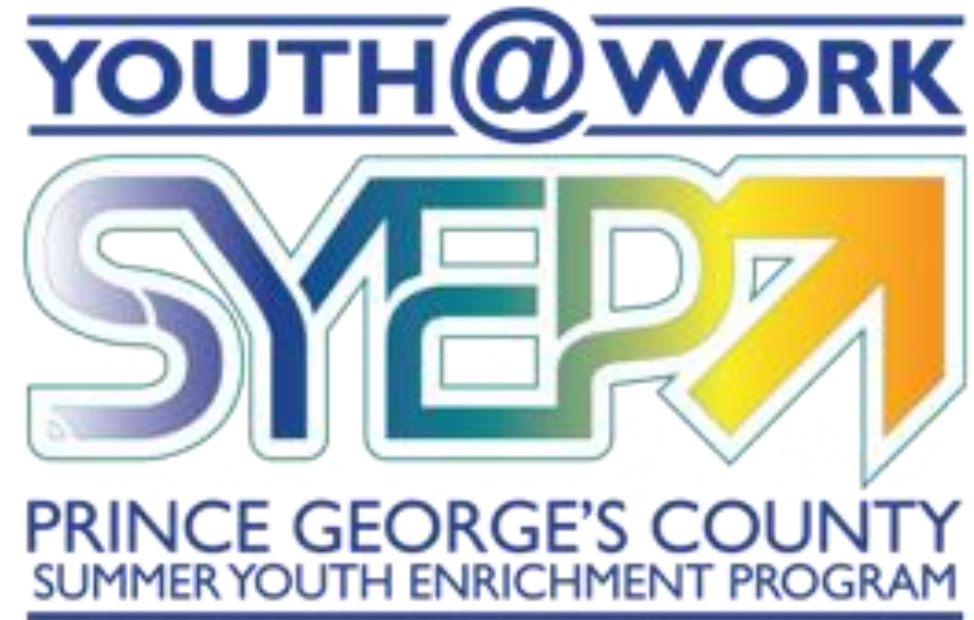


Getting Prepared

Create a Resume & Highlight Your Accomplishments

A resume is your introduction to a potential employer. Take a look at these [resume examples for teens](#) —and be sure to include relevant leadership experience that you may have obtained from previous work, school, church, or civic duties.

Candidates aged 18 and over are encouraged to review [how to build a resume](#) to prepare.



Contact Us

If you have questions about the Youth@Work Summer Youth Enrichment Program (SYEP), please contact us at SYEP@co.pg.md.us or visit us online at syep.mypgc.us for more information.

