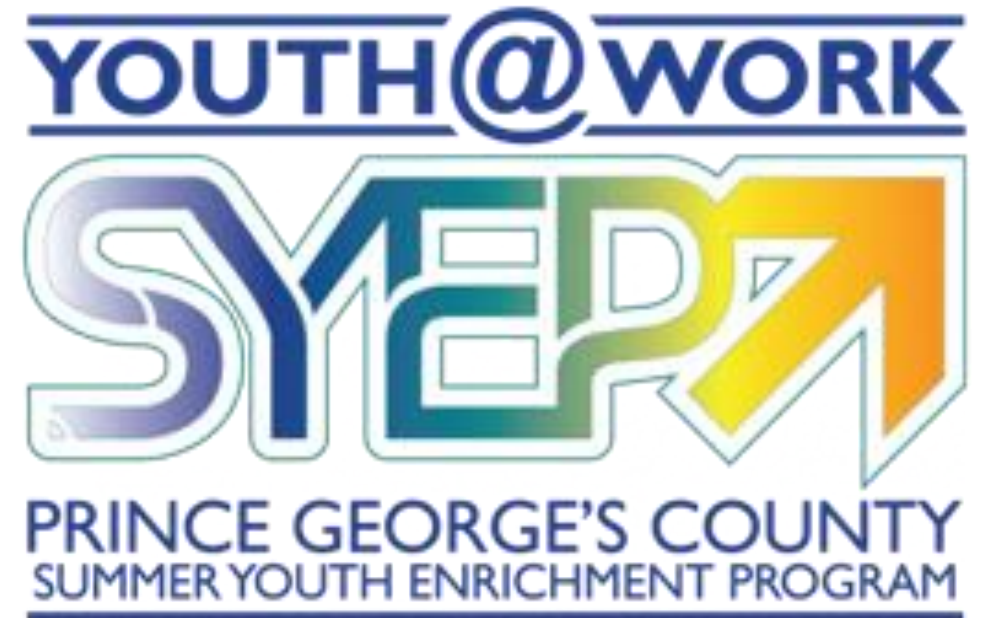




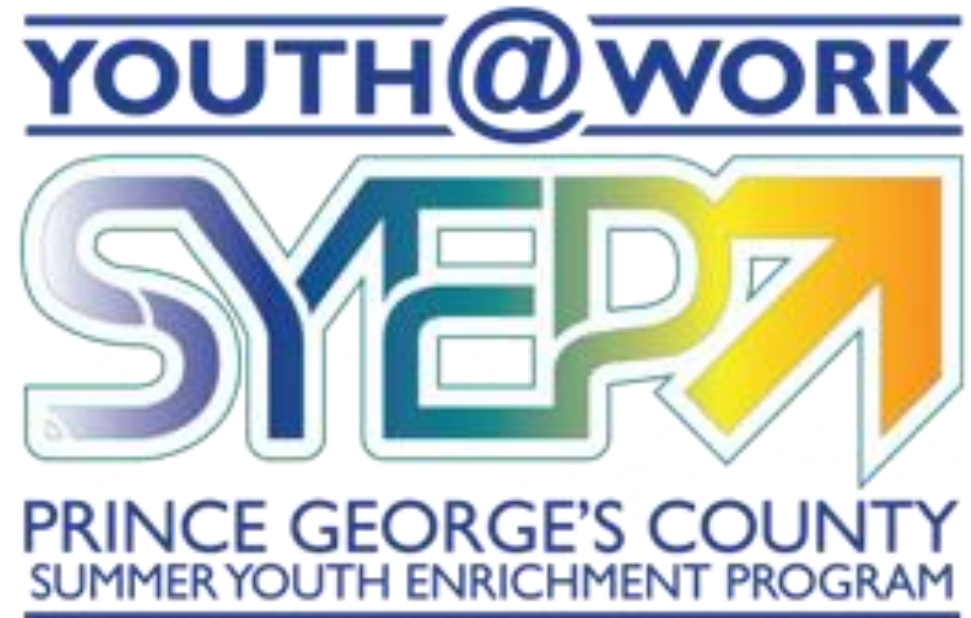
Getting Prepared



Getting Prepared

1. Create a Work Appropriate Email Address

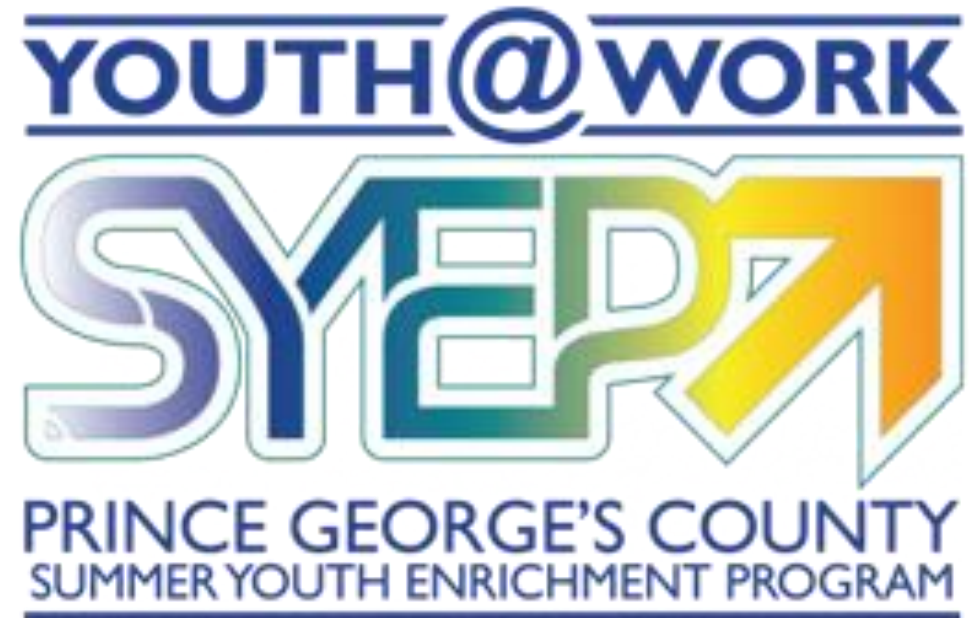
- Sign up for a free work appropriate email address (Gmail , Outlook , etc.) that will leave a good impression on employers.
- An email address is the most fundamental form of your online identity, and your goal is to make a good impression.
- Do not use your school email address as many education systems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



Getting Prepared

2. Prepare A Resume & Highlight Your Accomplishments

Take a look at these [resume examples for teens](#)—and be sure to include relevant leadership experience that you may have obtained from school, church, or civic duties. A resume is your introduction to a potential employer. Non-teen candidates are encouraged to review [how to build a resume](#) to prepare.

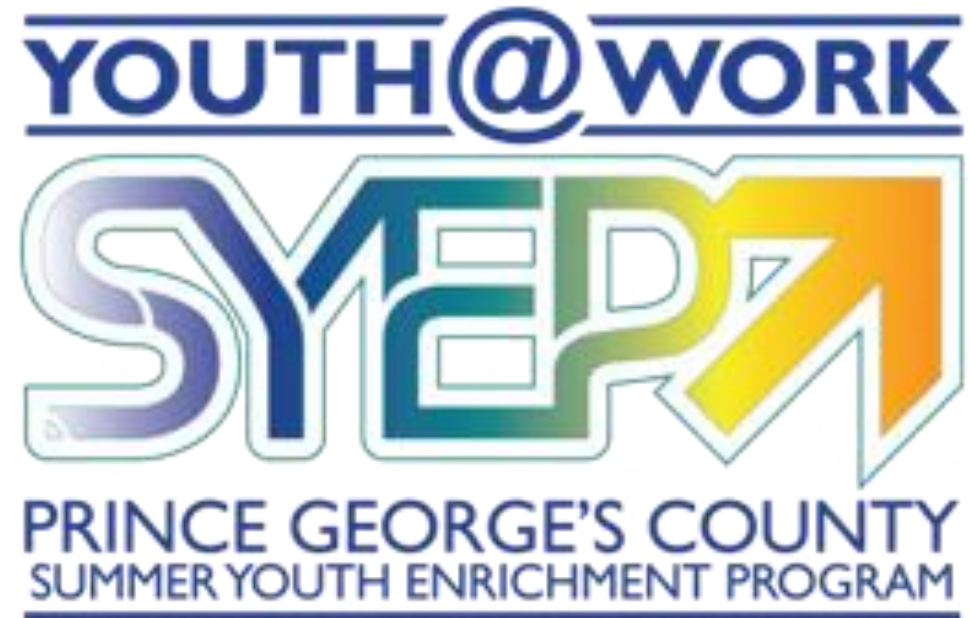


Getting Prepared

3. Gather Your Personal Documents

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:

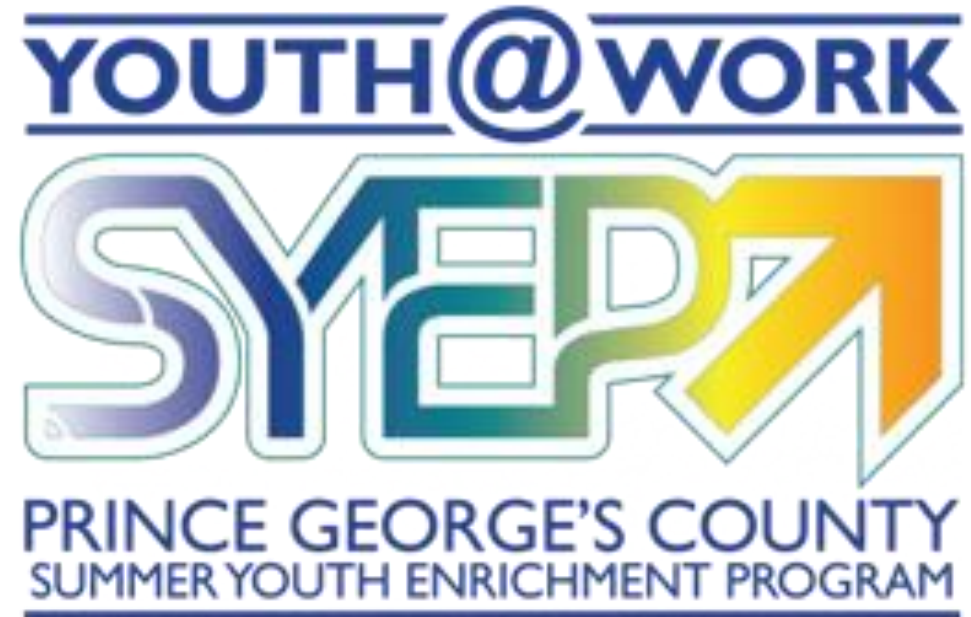
- [Social Security Card](#)
- [Photo Identification Card](#)
- [Birth Certificate](#)



Getting Prepared

4. Bank Account

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.

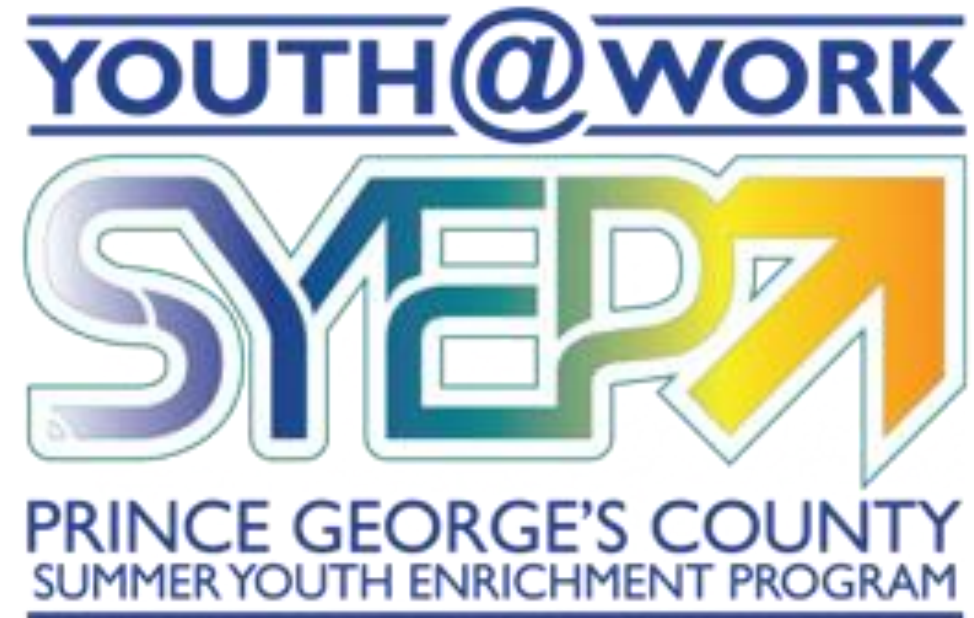


Getting Prepared

5. Job Readiness

Job readiness is essential for securing and maintaining employment. It equips individuals with the skills, knowledge, and confidence to succeed in the workplace. To find programs and resources that support job preparation, you can explore local workforce development centers, community colleges, and online platforms offering training, resume assistance, and interview coaching.

There are resources in our community and online available to help prepare you for the world of work!



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.

