

3 Steps for your **Job Hunt**

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Job-hunting can be intimidating, but here's one way to conquer your fear: breakdown the process into steps, like we've done here:

1

WRITE A KILLER RESUME FOR ONLINE APPLICATIONS

Create a resume that highlights your experiences. Many online applications allow you to attach resumes. Here are [resume samples](#) from high school age job hunters. Also check out the services available through [College Depot](#) at the Burton Barr Phoenix Library.

2

MAKE AN AWESOME FIRST IMPRESSION

It's not fair or even accurate, but employers look at applicants and make quick judgments. That means you need to control that first impression. Make sure you look your best for interviews and be punctual. For online and paper applications, double check your spelling and grammar before submitting.

3

NAIL THE INTERVIEW

The goal of an interview is to find out if you're the right person for the job. Show you're interested in the job by being upbeat about the job and prepared with questions about it. Know your strengths. Practice saying positive things about your skills and abilities. If that's difficult for you, ask others what they see as your strengths. Then you can tell the interviewer, "Other people tell me that they like how I (insert your strength)." You can also ask friends to help you with pretend interviews so you get used to [answering common interview questions](#).