Job Applications:

Read this article and fill out note guide regarding Job Applications:

<https://www.thebalance.com/job-application-1918163>

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References: (<http://www.snagajob.com/resources/who-can-i-use-as-a-reference/>)

Your best bet is to keep your references as professional as possible. Your neighbor probably isn’t the best way to go, unless you’ve done odd jobs for them, like lawn care or babysitting.

#### Okay to use:

* Former supervisor
* Former coworkers
* Clients (lawn care, babysitting, dog walking, house keeping, etc…)
* [Teachers](http://www.snagajob.com/resources/jessicas-references-helped-her-get-hired/)
* [Organizations you’ve volunteered for](http://www.snagajob.com/resources/volunteering-it-does-a-job-search-good/)

#### Avoid using:

* Family
* Friends
* Fiance / Boyfriend / Girlfriend / Husband / Wife
* Someone you hardly know or just met

Basically, you want to keep it to people who can attest to your work ethic. By using people who can give specific examples as to how reliable you are, you will be setting yourself up to look like an ideal employee. When you do land that big interview, bring a copy of three references with you. Even if they don’t ask for it, offer it up before you leave and encourage them to call. It can look something like this:

|  |  |
| --- | --- |
| * Reference Name, *Reference relationship* * Company Name * Company Address * Reference phone number * Reference email | **Example:**  Jason Vice, Teacher  Pleasant Valley Junior High  3501 Wisconsin Street, LeClaire, Iowa 52722  563-332-0200  vicejason@email.com |

As always, make sure you [ask your references if you can use them](http://www.snagajob.com/resources/how-to-ask-for-a-reference/) before you put them down. Also, if you asked them a while ago but are getting back into the job search game, give them a heads up that you are starting your search again and they may be hearing from someone. This will also remind them to keep an eye out for any openings for you!

How do I get a job when I don’t have any experience?

“How do I get a job when I don’t have any experience?” We hear this question a lot from first-time job seekers, teenagers and folks who don’t think they have any job experience.

Do you really have no job experience? Think about it. You’ve probably done some [volunteering](http://www.snagajob.com/resources/volunteering-it-does-a-job-search-good/), lawn care for the next-door neighbor, babysat for somebody up the street--these jobs are perfectly fine to include on an entry-level resume, so don’t discount the experience you have from working those positions.

One job seeker who we met was 15 and looking for her first job, and she used her experience baking biscuits with her family every Sunday morning to apply to a biscuit-making job. That’s perfect! This is the kind of initiative that employers want to see in a first-time job hunter. They’re looking for people who are smart and who can apply themselves, and in this instance she already had specific experience doing the job that they were looking for.

Look for any skill or experience you can highlight. Just because you weren’t paid for it, doesn’t mean it’s not valuable to employers. For most entry-level jobs or summer jobs, employers are really looking for a great attitude, so make sure you bring whatever experience you already have and you should be set.