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CareerSource Broward Shares 'Top 10 Tips' For Summer Employment *Fort Lauderdale Moves To No. 3 For Summer Jobs By National Finance Website*

FORT LAUDERDALE, Fla. – May 26, 2017 – This summer, thousands of high-school and college students in Broward County will be looking to find work, and according to a recent report from WalletHub, Fort Lauderdale was ranked No. 3 among best cities for summer jobs. In an effort to assist local youth with their upcoming job search, CareerSource Broward (CSBD) is sharing its “Top 10 Tips” for individuals who want to look for employment opportunities or plan on entering the job market.

"Employment experiences during the summer can help develop an individual's positive work habits and soft skills that may prove useful later on down the road," said Mason C. Jackson, President/CEO of CareerSource Broward. "It is absolutely critical that our communities invest heavily in our youth, and we are committed to ensuring that we provide resources and tools that guarantee their future success."

The following are CSBD's "Top 10 Tips" for anyone looking for employment this summer:

Tip #1. Look everywhere and talk to everyone: Looking for a job is serious, time-consuming work. Tell everyone you know you are looking for a job. This includes family, teachers, friends, counselors and more. Search online for places that hire teens, and ask your local businesses if they're looking for summer help (corner stores, video stores, grocery stores, golf courses, etc.). The more you ask, the more likely someone will say, "You're hired!"

Tip #2. Know your business: If you want to work for a specific employer or you are offered an interview, find out as much possible about that business. If the interviewer asks you business-related questions, your knowledge is sure to impress.

Tip #3. First impressions matter: When anyone is searching for a job – even teens – they should dress for success and be as professional as possible. Job search activities are not the time to display the latest fashion trends or current slang. It is best to be over-dressed or "too professional" than not enough. You should always wear clean, pressed, well-fitting slacks and dress shirts with clean, appropriate shoes. No mini-skirts, halter-tops, sagging jeans, T-shirts or hats.

Tip #4. Learn how to apply for a job: Know in advance how to complete an application, have a resume prepared (even if you don't have formal work experience), and make sure you take information with you like addresses, phone numbers and other contact information you will need to include on an application. This is very important, as you may have to complete an application on the spot.

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Tip #5. **Practice interviewing:** This may feel awkward, but practicing can help prepare you for a real interview. Having practiced answers to routine questions will help you sound more professional and be less intimidating should the employer ask something for which you are not prepared.

Tip #6. **Follow up with employers:** If you have an interview, be sure to always thank the employer then follow up the interview with a thank you letter. This shows the employer you are serious about wanting the job and can help you stand out from all the other teens applying for the job. Ask the employer when you might hear about the job so you can follow up if you don't hear back by that time.

Tip #7. **Be a good employee:** Once you're hired, be sure to get there on time, show up every day, listen to instructions and be a positive team player. Employers want someone who is dependable and willing to work hard. Oftentimes, one summer job can lead to next year's summer job! It can also provide you a positive reference for future job or school endeavors.

Tip #8. **Grades count:** Get the best grades possible. Sometimes, employers have to choose between a few candidates who seem "all the same." Getting good grades can make you the one candidate they hire.

Tip #9. **Volunteer:** Although it's tough to get experience on your resume, you can participate in community activities and/or volunteer to boost up your resume. These activities will make you shine in the eyes of someone looking for employees.

Tip #10. **Get assistance with your search:** CSBD's career centers offer no-cost assistance with writing resumes, as well as workshops for practicing interview skills and employment searches. Visit www.careersourcebroward.com to find the nearest career center near you.

For more information about job opportunities in Broward County, please visit www.careersourcebroward.com, like us on Facebook at CareerSource Broward and follow us on Twitter at @CareerSourceBD and on LinkedIn.

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About CareerSource Broward

CareerSource Broward (CSBD), the administrative entity of the Broward Workforce Development Board, is a federally-funded, locally controlled organization that provides innovative employment solutions and quality workforce services to businesses and individuals in Broward County. These services are delivered through three strategically located career centers, which provide individual assistance with the Employ Florida Marketplace, job placement services, career coaching and other employment-related needs. For more information, please visit www.careersourcebroward.com, [facebook.com/CareerSourceBroward](https://www.facebook.com/CareerSourceBroward) or follow @CareerSourceBD on Twitter.