Getting Prepared

YOUTH@WORK
SYEP
PRINCE GEORGE'S COUNTY
SUMMER YOUTH ENRICHMENT PROGRAM

Angela D. Alsobrooks
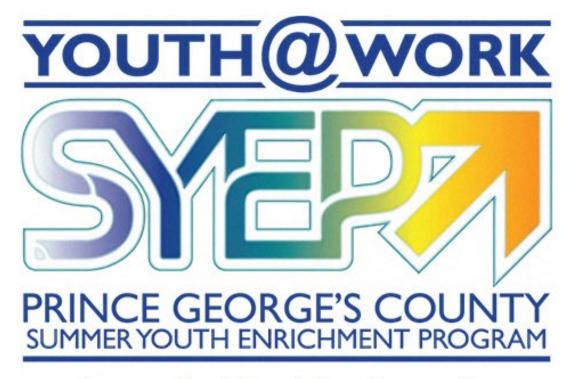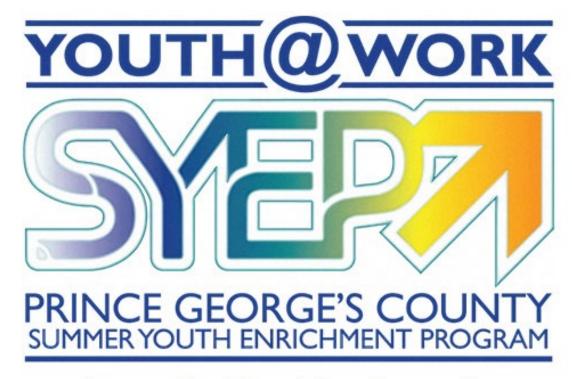County Executive

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.

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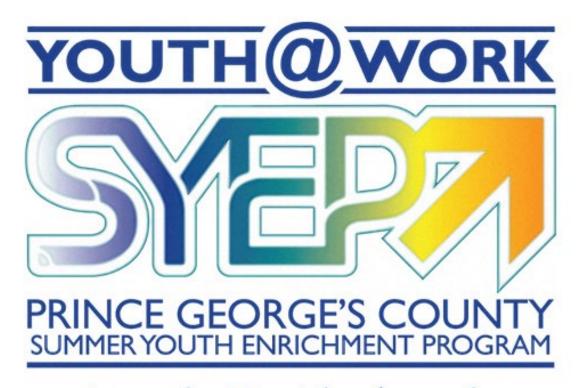2. **Prepare A Resume & Highlight Your Accomplishments**

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. All young adults ages 18 to 22 should have a resume.

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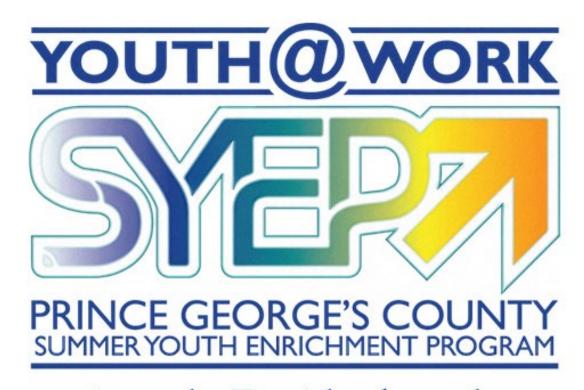**3. Gather Your Personal Documents**

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
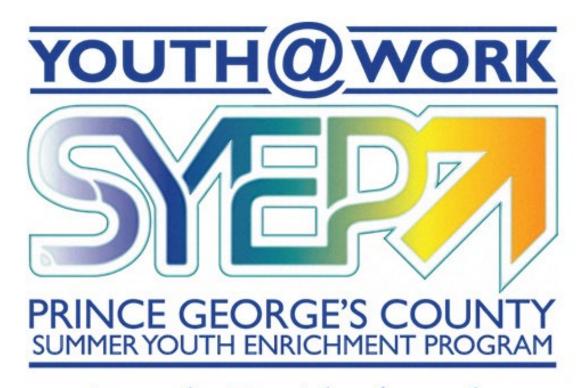
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4. Open A Bank Account

You must have a [bank account](#) to receive your paycheck. Be sure to open an account and have the account information available when you are completing your SYEP orientation materials.

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5. **Sign Up for A Job Readiness Class**

There are resources available in our community to help prepare you for your first job. Check out a book from your local library or register for a class.

- [Workforce Development & Continuing Education at Prince George's Community College](#)
- [Employ Prince George's](#)

Contact Us

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