

# FIRST JOB CHECKLIST.

Suitable for teenagers 14 to 16 years

## What to do

Eager to get your first job? Follow this easy checklist to make sure you land the job you want and hit the ground running when you start.

### BEFORE YOU APPLY

- Social media hygiene**  
Make sure your social media accounts are private with no inappropriate posts that might prevent an employer from hiring you.
- Resumé**  
Create a resumé that includes all your personal details and any achievements from school, volunteer work or other qualifications.
- Cover Letter**  
Write a well thought out, but brief, cover letter stating your intentions and why you're the right candidate for the job.
- Tax File Number**  
Apply for a Tax File Number with the Australian Taxation Office online and authenticate your application at Australia Post.
- Superannuation**  
Consider researching different superannuation funds for when contributions need to be paid.

### ON YOUR FIRST DAY

- Clothes**  
Find out a few days in advance whether you need to wear specific clothes to your job and ensure you're presentable.
- Tools**  
If your job requires tools or equipment, ensure you're catered for by your employer or bring your own.
- Notepad and pen**  
No matter what your job is, always take a notepad and pen to write down important information and show you're keen to learn.
- Arrival time**  
It's better to be 20 minutes early than one minute late, so leave well in advance of your arrival time and account for traffic and delays.
- Be enthusiastic**  
If you work with a smile and seem eager to learn, you'll impress your boss and make friends in no time.