

It is that time of the year that many high school seniors prepare to exit the classroom and enter the workforce. Yes, that can be a scary thought for many, but when you are prepared, it can be a less daunting and stressful adventure. To help you prepare, Penciled IN Resume Writing & Career Services, LLC has developed five top tips for you to follow:

- **Find a Mentor** – Consider finding a teacher, coach, current or former manager, family member, or friend who you admire and are currently exceeding in the career field that interests you. Talk to them about guiding you through their day-to-day activities and if you could shadow them to learn more about their position and the company culture.
- **Update or Invest in a Professional Resume** – The rule of thumb is to update your resume every 6-12 months to capture changes and important milestones. For example, if you are graduating high school with honors, now is a good time to add your education section and include this information. If you decide to attend college, try to update your resume to reflect “Incoming Freshman” and include your school’s name, location, and declared major.
- **Research, Research, Research!** How else will you learn about the career field that interests you? Spend 4-5 hours weekly researching the company and career field that you are interested in pursuing. Learn about the company’s culture, the jobs they currently have open, and the leadership. What is the benefit? When you apply to the role of your choice and are offered an interview, you know something about the company. That is a plus!
- **Form Meaningful Relationships & Network** – Don’t be shy! Open up and make relationships with people you meet including coworkers, friends, managers, and your former teachers. Reach out to them for recommendation letters so you have them when a job opportunity arises.
- **Be Proactive and Creative** – Volunteer, take on paid or unpaid internships, or ask to assist in hosting or setting up community events. Also, think about entrepreneurship such as a lemonade stand, tutoring, or babysitting for neighbors, family, etc. d

Need additional assistance in formulating a plan to enter the workforce? Penciled IN Resume Writing & Career Services can assist you. Check our out beginner and early career coaching packages [here](#).

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