

A photograph of two young women sitting and talking in a library setting. The woman on the left has long dark hair and wears glasses and a red top. The woman on the right has dark braided hair and wears a green sweater and jeans. They are both smiling and looking at each other. In the background, other people are visible, and bookshelves are partially seen. A large red diagonal shape is overlaid on the left side of the image, containing the title and logos.

# Youth Employment Guide

**YOUTH**  
of  
Tomorrow

Shine On 

# Youth Employment Guide:

For youth under the age of 29 in Ontario, there are still plenty of job opportunities available, though there are some restrictions based on age and type of work. Here's a list of job positions that are typically accessible to youth seeking employment:

## Retail & Customer Service:

- Sales Associate
  - Cashier
  - Stock Clerk
  - Customer Service Representative
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## Food Service & Hospitality:

- Server
  - Barista
  - Fast Food Attendant
  - Dishwasher
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## Recreation & Entertainment:

- Lifeguard  
(certification required)
  - Camp Counselor
  - Amusement Park Attendant
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## Office & Admin Support:

- Receptionist
  - Data Entry Clerk
  - Office Assistant
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## Trade & Labor:

- Landscaping Worker
  - Painter
  - General Laborer
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## Education & Tutoring:

- Tutor
  - Babysitter
  - Teaching Assistant
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## Seasonal & Summer Jobs:

- Farm Worker
  - Tour Guide
  - Ice Cream Shop Attendant
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## Entrepreneurship:

- Freelancer
- Small Business Owner  
(lawn care, handmade goods)

# Websites for Youth Job Search:

## **Job Bank:**

**[jobbank.gc.ca](http://jobbank.gc.ca)**

Government-run job board with a youth section for job postings across Canada.

## **Youth Employment Services (YES):**

**[yes.on.ca](http://yes.on.ca)**

Offers job search assistance, workshops, and resources for youth in Ontario.

## **Workopolis:**

**[workopolis.com](http://workopolis.com)**

General job board with part-time and summer job listings for youth.

## **Indeed:**

**[indeed.ca](http://indeed.ca)**

Popular job board with filters for part-time, seasonal, and entry-level jobs.

## **YMCA Hamilton Employment Services:**

**[ytowork.ca](http://ytowork.ca)**

Provides job search support, resume help, and workshops for youth.

## **Hamilton Public Library Job Help:**

**[hpl.ca](http://hpl.ca)**

Offers job search resources, workshops, and access to online job boards.

## **Ontario Youth Job Connection:**

**[ontario.ca/page/get-help-finding-youth-or-student-job](http://ontario.ca/page/get-help-finding-youth-or-student-job)**

Government program offering job placements, training, and workshops for youth.

## Websites for Youth Job Search con'd

### **Summer Company:**

[ontario.ca/page/start-summer-company-students](https://ontario.ca/page/start-summer-company-students)

Helps youth start and run their own summer business.

### **Hamilton-Wentworth District School Board (HWDSB):**

[hwdsb.on.ca](https://hwdsb.on.ca)

Offers co-op programs and job resources for high school students.

### **Hamilton Chamber of Commerce:**

[hamiltonchamber.ca](https://hamiltonchamber.ca)

Lists local job opportunities and networking events in Hamilton.

### **Employment Hamilton:**

[employmenthamilton.com](https://employmenthamilton.com)

Provides job search assistance, training, and resources for Hamilton residents.

### **Goodwill Career Centre:**

[goodwillonline.ca](https://goodwillonline.ca)

Offers job search help, resume building, and workshops for youth.

### **City of Hamilton Summer Jobs:**

[cityofhamilton.bamboohr.com/careers](https://cityofhamilton.bamboohr.com/careers)

Lists seasonal and summer job opportunities with the City of Hamilton.

### **Career Edge:**

[careeredge.on.ca](https://careeredge.on.ca)

Offers paid internships and job opportunities for youth and recent graduates.

**CharityVillage:**  
**charityvillage.com**

Lists jobs and volunteer opportunities in the non-profit sector.

## **Tips for Finding Work:**

### **Know Your Rights**

Research minimum wage laws and restricted work hours for youth under 18.

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### **Prepare Your Resume**

Highlight skills, volunteer work, and school activities. Tailor cover letters.

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### **Use School Resources**

Visit career centers or join co-op programs.

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### **Network**

Ask family/friends for leads. Attend job fairs.

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### **Apply Online**

Use job boards like Indeed, Workopolis, and YES.

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### **Volunteer**

Gain experience through local organizations.

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### **Prepare for Interviews**

Practice answers and dress professionally.

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### **Explore Entrepreneurship**

Start a small business (e.g., lawn care, tutoring).

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### **Use Government Programs**

Apply for Youth Job Connection or Summer Company.

## Resume Writing Tips:

1. **Tailor Your Resume:** Customize your resume for each job application by highlighting relevant experiences and skills that align with the job description.
2. **Use Action Verbs:** Start bullet points with strong action verbs like “Developed,” “Managed,” or “Implemented” to convey your accomplishments effectively.
3. **Quantify Achievements:** Whenever possible, include metrics to demonstrate your impact, such as “Increased sales by 20%” or “Managed a team of 5.”
4. **Keep It Concise:** Limit your resume to one page if possible, focusing on the most relevant information.
5. **Proofread:** Ensure there are no spelling or grammatical errors. Consider asking someone else to review your resume as well.

## Cover Letter Writing Tips:

1. **Personalize Your Greeting:** Address the hiring manager by name if possible. If not, use a general greeting like “Dear Hiring Manager.”
2. **Showcase Your Fit:** Explain how your skills and experiences make you a strong fit for the position.
3. **Be Concise:** Keep your cover letter to one page, focusing on key points that demonstrate your suitability for the role.
4. **Express Enthusiasm:** Convey genuine interest in the role and the company.
5. **Proofread:** As with your resume, ensure your cover letter is free from errors.



## Responding to Employer Emails:

1. **Timely Responses:** Reply to employer emails promptly, ideally within 24 hours.
2. **Professional Tone:** Use formal language and address the sender appropriately.
3. **Clear Subject Line:** Use a subject line that clearly indicates the purpose of your email.
4. **Concise and Relevant:** Keep your emails brief and to the point, providing necessary information without unnecessary details.
5. **Proofread:** Ensure your email is free from spelling and grammatical errors before sending.



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**YOUTH**  
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Learn more about the  
Youth of Tomorrow  
Program.



[YouthofTomorrow.ca](http://YouthofTomorrow.ca)