

A photograph of two young women in a library. One woman, with long dark hair and glasses, is wearing a red top. The other woman, with braided hair, is wearing a green top and a white watch. They are both smiling and looking at a tablet device. A red triangle graphic is overlaid on the left side of the image.

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

Food Service & Hospitality:

- Server
- Barista
- Fast Food Attendant
- Dishwasher

Recreation & Entertainment:

- Lifeguard
(certification required)
- Camp Counselor
- Amusement Park Attendant

Office & Admin Support:

- Receptionist
- Data Entry Clerk
- Office Assistant

Trade & Labor:

- Landscaping Worker
- Painter
- General Laborer

Education & Tutoring:

- Tutor
- Babysitter
- Teaching Assistant

Seasonal & Summer Jobs:

- Farm Worker
- Tour Guide
- Ice Cream Shop Attendant

Entrepreneurship:

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

Websites for Youth Job Search:

Job Bank:

jobbank.gc.ca

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

Youth Employment Services (YES):

yes.on.ca

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

Workopolis:

workopolis.com

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

Indeed:

indeed.ca

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

YMCA Hamilton Employment Services:

ytowork.ca

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

Hamilton Public Library Job Help:

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

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

Summer Company:

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

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

Hamilton Chamber of Commerce:

hamiltonchamber.ca

Lists local job opportunities and networking events in Hamilton.

Employment Hamilton:

employmenthamilton.com

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

Goodwill Career Centre:

goodwillonline.ca

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

City of Hamilton Summer Jobs:

cityofhamilton.bamboohr.com/careers

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

Career Edge:

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.

Prepare Your Resume

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

Use School Resources

Visit career centers or join co-op programs.

Network

Ask family/friends for leads. Attend job fairs.

Apply Online

Use job boards like Indeed, Workopolis, and YES.

Volunteer

Gain experience through local organizations.

Prepare for Interviews

Practice answers and dress professionally.

Explore Entrepreneurship

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

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.



Learn more about the
Youth of Tomorrow
Program.



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