



Durham YouthWorks

Getting Prepared for Durham YouthWorks 2023

Your guide to preparing and getting started with Durham YouthWorks.

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.
- Note: your school email address may have firewalls to protect the institutions—and you may miss out on important information.



Getting Prepared

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 16 to 24 should have a resume.



Getting Prepared

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](#)
- [State Issued Identification Card](#)
- [Birth Certificate](#)



Getting Prepared

4. Open A Bank Account

Once you are accepted to participate in the program, you must have a bank account to receive your program funds.

Be sure to have your account information available when you are completing your DYW orientation materials.

If you do not have a bank account, once you are accepted into the program, YouthWorks will help you to open an account free of charge.



Getting Prepared

5. Start Thinking About Your Career

There are resources available in our community to help prepare you for your first job and career. Try checking out a book from your local library or take a look at some career exploration videos. Click the links below to get a library card and view career exploration videos:

- [How to Get a Library Card](#)
- [Career Exploration Videos](#)



Contact Us

Contact Us If you have any questions about the Durham YouthWorks Employment Program (DYP), please contact us at:

youthwork@durhamnc.gov

or visit us online for more information at:

[Durham YouthWorks | Durham, NC
\(durhamnc.gov\)](http://DurhamYouthWorks|Durham,NC(durhamnc.gov))

