



All Opportunity NOW (ON) jobs, internships, and other paid work opportunities for young people will be posted in the **ON web portal (app-opportunity.workbay.net)**. Here are some tips to help you get the most out of the portal and your ON experience.

Resume: The Resume section will be the first thing you see when you sign in. Fill out your resume on the ON Portal as completely as you can—potential employers will see this when you apply for their jobs.

Don't worry if you don't have work experience! Most of the opportunities in ON do not require experience. Just focus your resume on your school and extracurricular activities, the skills you have developed, and what careers you are interested in. All the employers who list jobs in the ON portal **want to hire young people—so don't be shy--show them how great you are!**

Here are some examples of Skills you may have:

Critical thinking skills	Keyboarding	People skills
Customer Service	Literacy skills	Problem solving
Data Analysis	Manual dexterity	Reading texts
Document use	Microsoft Office	Strong Communication
Finding information	Networking	Time-Management skills
Follow verbal instructions	Numeracy skills	Working with others
Job task planning and organizing	Oral communication	Writing
	Organizational skills	

Possible Personality Traits you might have:

Analytical	Empathetic	Passionate
Artistic	Energetic	Patient
Caring	Flexible	People Person
Clear Communicator	Imaginative	Persistent
Collaborative	Independent	Personable
Continuous Learner	Leader	Planner
Critical Thinker	Listener	Polite
Curious	Meticulous	Problem Solver
Customer Service Oriented	Multi-Tasking	Punctual
Detail-Oriented	Negotiate	Team Player
Determined	Observant	
Doer	Organized	

Use active verbs to describe what you've done. Examples:

Lead	Plan	Build	Complete
Coordinate	Volunteer	Organize	Assist

Explore: Check out Career Cards for information on different kinds of jobs, watch some Skills videos, and look at a variety of job postings.

Apply: Apply for more than just one job. In fact, apply to every job that interests you and that you think will be a good fit for you, your interests, and your transportation needs. The more jobs you apply to, the better your chances are to be selected!

Happy job hunting and good luck!

About the Metro Summer Internship Program

The Metro Summer Internship Program (MSIP) is the internal Metro government part of Opportunity NOW. Departments like Police, Airport, Health, Historical Commission, the Mayor's Office, and many more will all have interns this summer.

No matter what Academy you belong to, or what career you are interested in, chances are good that there is a Metro government internship that fits you!

- MSIP Interns work from May 30 through July 14
- Their first week is spent in training
- Starting June 5, interns spend 6 weeks working and going to class on Fridays
- Interns are responsible for their own transportation
- Interns are paid \$9/hour for all their time in training, class, and at work.

To apply for an internship with the MSIP program, search for **Metro Summer Intern**. You'll get back a list of all the different departments' internships.

In addition to applying for all the specific department internships you are interested in, it's also a good idea to apply to one of these generic MSIP posting, too:

- **Metro Summer Intern (General)**
- **Metro Summer Intern (Northwest Nashville area)**
- **Metro Summer Intern (Northeast Nashville area)**
- **Metro Summer Intern (Southwest Nashville area)**
- **Metro Summer Intern (Southeast Nashville area)**