



Part-time Job Ideas

◆ Ready Resource 21

◆ Career Services

WHEN TO START

To give yourself the best chance for part-time jobs start looking early. For summer work you will want to start 2-3 months in advance. For work prior to the start of an academic year you will want to start at least 1-2 months ahead of time.

Large businesses usually have personnel offices that accept your application early. Check back with them regularly regarding your job prospects.

Small firms may not accept applications until they are about ready to hire, but checking early will let employers know you are interested and you'll get a better idea of your prospects and the application timeline.

Be Prepared

A useful exercise to help you plan your job search is to write down what you think you have to offer an employer. This includes any work or volunteer experience, plus knowledge you have acquired in or out of school that may be useful in a specific job.

For example, being good at a specific craft, working around cars or machines, helping children, or working with people of all ages, should be listed when it is appropriate to the job for which you are applying.

RESOURCES AVAILABLE:

Career Services Website

(<http://www.fhsu.edu/career>)

This web site lists Part-Time On-Campus Jobs, Part-Time Off-Campus Jobs, Work-Study Jobs and Internships. It also has many useful links that will take you to additional job listings.

Friends and Neighbors

One of the best ways to get a job is to talk to others who are working. Ask colleagues and relatives to let you know when a vacancy occurs at their workplace or with other employers. A personal recommendation from a valued employee is the quickest way to the hiring shortlist!

Informational Visits

If you want to work in a particular environment, it is worth making a visit and inquiring about available positions. Large retailers and supermarkets usually receive this type of inquiry at their Customer Services desk. The work situation can change rapidly. If the answer is "no" one day, it may be beneficial to ask again in two or three weeks.

Take a resume with you on the visit and ask the employer if they have a standard application form for you to take away to complete. Find

out who recruits or hires and send them a personally addressed letter, asking to be considered for future positions. Enclose your resume and/or their application form.

Speculative Phone Calls

This can produce rapid results, especially if your timing is good and you call soon after a decision to recruit for a position has been made. Phone the main number and ask who is responsible for recruiting for the type of work you are seeking. If the receptionist says there are no vacancies thank them politely, but insist on being given the name of the person anyway.

Have a resume available when you call, and rehearse your first sentence. Sit comfortably during the call and make sure you have pen and paper in front of you. Don't eat or drink when you call! Have your diary/timetable available so you can arrange an interview appointment if one is offered.

Calling a Competitor

If you have worked before, you can offer experience within a specific industry to a new employer in the same field. Consider calling a competitor, supplier or customer of a previous employer because your industry-specific skills may well be of interest. As a professional, you should be considerate if you are currently employed. Use the techniques recommended for informational visits