



# PART TIME JOB SEARCH GUIDE

Career Services  
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## PART TIME JOB SEARCH GUIDE

Here are some points to consider when deciding if a part time job is right for you:

- 1. Money:** The biggest argument for working while attending school full time is no surprise. But there are other benefits as well.
- 2. Credentials:** A college work history is a résumé builder. While good grades and extracurricular activities are attractive, a work history demonstrates that you can successfully balance different, demanding priorities.
- 3. Network:** If the job is in your field of study, the benefits are even greater. It's an opportunity to gain relevant experience and build a network that could be beneficial after graduation.
- 4. Balance:** Always keep in mind how employment affects your academic success.
- 5. Other commitments:** If you have a scholarship that depends on maintaining a certain grade point average, please consider the number of hours worked.

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### SOME HELPFUL TIPS AS YOU BEGIN YOUR SEARCH:

**1. Do an initial evaluation:** The application and interview processes take time, so make sure you have the time and energy for a part-time job before you begin your search. Ensure that you'll have time for classes, extracurriculars, homework, and down time when determining whether a part time job is for you.

**2. Stay flexible:** You will apply to many more jobs than you'll receive interviews for, so keep your options open. You may have a dream job in mind, but make sure to apply for backups as well.

**3. Obtain a second opinion:** Keep your application professional, no matter what job you're applying for. You may want a Career Counselor to look over your résumé and a basic cover letter before applying for any position.

When in doubt, go more professional rather than less:

- Include a cover letter even if it doesn't explicitly ask for one.
- Make a follow-up call to ensure your application was received.
- Dress in correct business attire for the interview.
- Send your interviewer an E-mail thanking them for their time.

**4. Follow through on the job:** This may seem self-explanatory, but once you secure a job, do a good job! Your supervisor at a part-time job can become a great reference when you begin looking for full-time jobs after graduation. Remember, be reliable, follow the rules, and be accountable your performance.

**5. Continue to evaluate:** Remember, your university work should always take priority; if a part-time job is having a negative effect on your grades, rethink your priorities.

### STEPS IN THE PROCESS

STEP 1: Create a basic résumé. Be sure to reference the résumé guide available through Career Services or make an appointment to meet with a Career Counselor.

STEP 2. Do an honest evaluation of how you spend each day. Note the hours you spend with each activity and make sure you do not exceed more than 24 hours each day.

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Daily Activities:	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Classes:							
Studying							
Sleeping							
Exercise/sports							
Work/internship							
Family commitments							
Personal care/grooming							
Meal preparation/eating/clean-up							
Transportation (school, work, etc)							
Relaxing TV/gaming, etc.							
Socializing & friends							

Now that you know how much time you have available to work each day, it may be helpful to determine which HOURS you are available to work for each day.

STEP 3a: Assess the location where you would ideally like to work. It may be better for you to work closer to school than to home or vice versa. If you use public transportation, seek out jobs that are accessible by bus. Make a list of potential job leads.



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