

Tips to Landing a Terrific Summer Job!

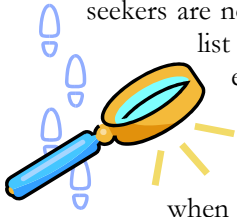


Employers complain that students coming out of college have little knowledge and experience in the world of work. Getting a summer job or internship is one way to add those important “real world” components. Here are some last minute strategies suggested in *Real World Magazine*, “Work Experience: Boost your Skills Bank!”

- #1 Get a game plan.** Before you take the plunge, ask yourself, ‘What skill areas do I need to boost for the jobs I’ll want?’ and ‘What are the criteria on which I’ll be judged when I make job applications’
- #2 Make a list of target companies.** Choose companies that interest you. Identify the right person to contact and send a personal cover letter and resume. Follow up with a phone call.
- #3 Offer a win-win thing.** Make sure you consider ways you can help once you’re in the in. Identify specific skills you have that would benefit them.
- #4 Mix and match.** Give yourself an edge by combining any less inspiring/overdraft-busting summer job with unpaid work experience in the industry you really want to work in, even if it’s only a few days shadowing.
- #5 Consider temporary relief.** Temping can help you find out more about a particular industry. And temp agencies can also place you in a position where you can learn more skills. You may hook up with a company you love.
- #6 It’s who you know.** Personal contacts are invaluable when trying to get work experience on short notice. Use them – others will. Talk to friends and ask the careers service if they can put you in touch with relevant alumni.
- #7 Give it away now.** Employers prefer to recruit candidates with volunteering experience. Also, contact charities, look online and at the library for volunteering opportunities.
- #8 Attend Job Fairs.** You might meet a company recruiter who can help you land a summer job or internship. Be prepared with your resume, contact information, and follow up if someone offers you some possibilities.
- #9 It’s all relevant.** Whether it’s waiting on tables or flipping burgers on Venice Beach...as long as you can translate your experiences into skills and attributes to bring to the workplace, then it is time well spent.
- #10 And here’s the rub: work experience is useless unless you can articulate its benefits to employers..”** Above all, recruiters adore graduates who can show them evidence that they ‘made a difference. ‘Once you do land that terrific summer job, use the other side of this sheet and collect the evidence. Keep track of the skills you are building and gather the documents that attest to your success

Gather the Evidence this Summer

Even though employers keep *putting the word out* about the skills they want, employers are complaining that job seekers are not paying attention to their requests. Do you have the skills employers are seeking? Review the list below and then add an example to document each skill. If you are unable to give a specific example to verify that you have the skill...then get busy developing your evidence.



The first column lists the qualities and skills employers say they look for in new hires, according to the *Job Outlook 2006 – Student Version*. Use the next column to list specific instances when and how you used a skill. Then the last column, check off if you have a work sample in your portfolio to include. This information will be valuable for your job interviews.

Desired Skills

Examples of Skill Used

Sample

Communication skills (verbal)		
Communication skills (written)		
Honesty/Integrity		
Interpersonal skills (relate well to others)		
Strong work ethic		
Teamwork skills (work well with others)		
Analytical skills		
Motivation/Initiative		
Flexibility/Adaptability		
Computer skills		
Detail oriented		