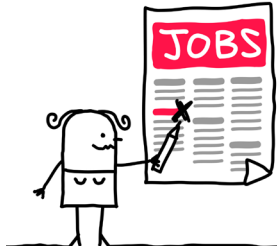


Find Part-Time Jobs

Career Center or Job Placement Office

When an employer calls the school looking for part-time workers to hire, the call is transferred to the Career Center. The Career Center worker writes down six things about the job — company name, address, job title, skills required, days and hours of job, and pay. The information is posted on the school's computer or “job board” for students to read. Therefore, when you want a part-time job, you need to visit the Career Center to ask if they have any part-time job openings for students.



If there is a part-time job opening; 1) write down all the information about the job; 2) prepare your resume for the job opening; 3) visit the employer to give him or her your resume and apply for the job opening. To prepare resumes for the job openings, you need the correct job title at the top of your resume before giving your resume to the manager. For example: If the job opening is for cashier, your resume needs to say: Seeking Part-Time Job as a Cashier. Or if the job opening is for clothing store, your resume needs to say: Seeking Part-Time Job as a Sales Associate."

If there are no job openings, talk to the Career Center person and ask: “Can you please give me a list of employers who have advertised part-time job openings in the past?” Look at the list to select one or more part-time jobs that you like, then — a) prepare your resume for each job opening. b) Visit each company and ask to speak to the manager or assistant manager. c) Give this person your resume, and ask for a job application. The manager may have a job opening that is not advertised yet! **BE PREPARED!** The manager may give you an instant interview, and hire you on the spot. Important: When you visit companies, dress the part (just like a worker at that company or store dresses).

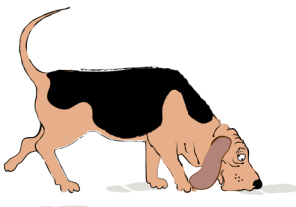


Job Training Classes For School Credits

You may need work experience to get a job; but, you cannot get work experience until you are hired. How do you get out of this circle? Go to your counselor or school's career center to enroll in a job training class to work for school credits (or units) instead of pay. Job training classes are located in businesses such as retail stores, hospitals, construction sites, insurance offices, and medical offices. After completing the class, you have information to add to your applications and resumes: a) Certificate of Completion; b) volunteer work experience; c) new skills; d) references (name of employer and job training teacher). You may be offered a paying job after you complete the class!

Friends & Family

Ask every one of your friends and family members to let you know if there is a part-time job opening where they work so that you may apply for the job. You may also ask them to recommend you to their employer for a part-time job opening that may occur in the future. Many employers ask current workers if they know of any good workers who need a job. In fact, studies show that over 30% of newly hired workers found out about job openings from friends or family.



Searching On The Internet

Search for part-time job openings by visiting website like: www.snagajob.com. or www.Indeed.com (search for part-time job openings, job title you want, and your city's name). In addition, you may Google "Employment, Part Time" (with name of your city and state) to find part-time job openings.

Self-Employment

Is there a small business you can start in your city such as a lawn service, pet sitting service, pet walking service, house cleaning, or window washing service? Starting your own business will teach you many skills: advertising, sales, organizing, scheduling, money management, and customer relations (keep happy customers and solve a customer problem). If you plan on owning a business in the future, it might be good to start to develop the skills needed today.

Employer Cold Calls

When a sales person walks into a company to sell products without an appointment, it is called a "cold call." A good way to find a part-time job opening is to do cold calls: 1) Look around your city for good places to work. 2) Prepare your resume for each cold call (with correct title). 3) Then, walk into the store or office and politely ask to speak to the manager or assistant manager about a job. 3) Give the manager or assistant manager your resume and ask if there are any part-time job openings. When making cold calls, make sure that you look sharp and dress the part (just like a worker at that company with the job you want dresses). It may happen that the manager will read your resume, give you an instant interview, and hire you on the spot.



If the manager tells you that there are no job openings, say, "May I return in 2 weeks to check if there are any part-time job openings at that time?" If the manager says "Yes," mark your calendar to check back 2 weeks. Some managers, such as grocery store managers, only hire job applicants who check back since this proves that the person: 1) has good time management skills; 2) really wants the job.

QUICK CHECK:

1. List 6 things the Career Center worker writes down about a new job opening.
2. a) If there is a part-time job opening, list 3 things you need to do. b) If the job opening is for a cook, what does your resume need to say?
3. a) If there are no job openings, what question do you ask? b) After looking at the list, what 3 things do you do? c) For what should you BE PREPARED? d) How should you dress?
4. Job training class: a) For what do you work instead of pay? b) List 5 businesses where classes may be located.
5. List 4 things you can put on your application and resume after completing a job training class.
6. a) For what should you ask your friends and family members? b) What do studies show?
7. a) You may search for part-time job openings on what 2 websites? b) What may you Google?
8. Self-Employment: a) List 4 types of businesses you can start in your city. b) List 6 things that starting a business will teach you. c) Define "customer relations."
9. List the 4 steps to use to do cold calls.
10. How should you look when making cold calls?
11. a) If there are no job openings, what do you say? b) What do you do if the manager says "Yes"? c) Why do some managers only hire? d) What 2 things does checking back prove?
12. a) If you were a manager, would you ask a job seeker to return in 2 weeks? e) Give a reason for your answer.