

Steps to Finding a Part-Time Job

- **Start early.** For summer work, begin 2-3 months in advance. For work during the academic year, start 1-2 months in advance.
- **Make a list** of your work and volunteer experience and think of examples that demonstrate the skills, qualities and characteristics that make you a good fit for the job.
- **Prepare a résumé and cover letter.** Make an appointment with a career consultant to review both documents.
- **Visit with professors, your advisor, a career consultant, friends and family** to let them know that you are looking for a part-time job.
- **Check out the HIRE System** for part-time job opportunities. You can find both on-campus and off-campus opportunities.
- **Check local newspapers.** For Stillwater, look at the Daily O'Collegian and the Stillwater NewsPress.
- **Visit departments on campus** to look for potential employment. Bring copies of your résumé with you. Check their message boards and Web site for potential job listings. There is also an on-campus job application available online.
- **Make phone calls.** If you decide to do this, be very cautious. Some employers do not prefer that people call to inquire about employment. If you do call a business, ask who is responsible for recruiting for the type of work you are seeking. If the receptionist says there are no vacancies, thank him/her politely and request the name of the person anyway. Have your résumé available during this phone conversation in order to remember your experience and skills.