

HOW TO



LAND A PART-TIME JOB

BRAINSTORM SOFT SKILLS



MAKE A LIST OF ALL **SOFT SKILLS** RELEVANT TO THE JOB YOU ARE APPLYING FOR

CREATE A CUSTOMIZED COVER LETTER AND RESUME



USE THE CAREER ZONE **RESOURCES** TO CREATE A CUSTOM RESUME AND COVER LETTER

DO YOUR RESEARCH



USE JOB BANKS, COMPANY WEBSITES & GOING TO IN-PERSON TO FIND OUT WHO IS HIRING

INTERACT WITH HIRING MANAGER WHEN SUBMITTING APPLICATION



DROP OFF YOUR APPLICATION IN PERSON, AS HIRING MANAGERS VALUE MEETING YOU BEFORE AN INTERVIEW



TOP TIPS FOR JOB SEARCHING:

1. ARTICULATE SOFT SKILLS IN YOUR COVER LETTER AND RESUME
2. CREATE A CUSTOMIZED COVER LETTER AND RESUME FOR EVERY JOB YOU APPLY TO
3. JOB BANKS ARE A GOOD START, BUT USE OTHER JOB SOURCES AS WELL
4. MAKE A GOOD FIRST IMPRESSION WHEN DROPPING OFF AN APPLICATION TO A HIRING MANAGER IN PERSON

TO LEARN MORE TIPS & TRICKS FOR PART-TIME JOB SEARCHING, CHECK OUT THE CAREER ZONE'S VIDEO WEBINAR:

<https://youtu.be/LVDXqoUwlf8>



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