

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 IN-PERSON TO FIND OUT WHO IS HIRING

INTERACT WITH HIRING MANAGER WHEN SUBMITTING APPLICATION



DROP OFF YOUR APPLICATION IN PERSON, 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

CHECK OUT OUR JOB SEARCHING VIDEO WEBINAR FOR MORE TIPS AND TRICKS!



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