

Top Tips for Finding a Part Time Job

1. Brainstorm soft skills from all previous experience (work, volunteer, clubs, teams, academic).
2. Create a customized resume and cover letter for each company.
3. Research companies that are currently hiring.
4. Go in person to meet with the hiring manager to drop off a resume, fill out an application, or find out more about their method of submitting an application.

Brainstorm soft skills

Demonstrating soft skills are essential for securing part time employment. Soft skills are personal skills that enable someone to interact effectively with others. Make a list of all soft skills that are relevant to the job from your previous experience. This can be used to adapt your resume and cover letter. Common soft skills relevant to part time jobs are as follows:

- Communication skills (written and verbal)
- Teamwork skills
- Problem solving skills
- Time management skills
- Interpersonal skills

Create a customized resume and cover letter for each job

It is essential to have an effective resume and cover letter when job searching. An effective resume and cover letter is customized for each job. Consider the following:

- Use the job description to build your resume and cover letter to specifically match the job requirements
- Attend a Resume Session in the Career Zone to learn how to properly write a resume and cover letter
- Use the Career Zone resume and cover letter guides, found online at lakeheadu.ca/careerzone
- Try using the resume builder tool on www.biginterview.com
- Have your resume reviewed on a Review Day in the Career Zone

Research companies that are currently hiring

When searching for a part time job, there are many avenues to explore. Job banks are a great resource but should not be the only place you are looking for employment. Consider the following:

- Job banks- Indeed, AnyIntern, LinkedIn, Lakehead University Job Bank (mysuccess.lakeheadu.ca)
- Company websites- most companies host their own employment opportunities on their websites
- Make your way around town- some companies have larger “hiring now” signs outside their stores, some post “hiring now” posters in their windows, talk to managers in person to see if they are hiring

Go in person to meet with the hiring manager to drop off your resume/fill out an application

Most students are successful with finding part time employment by going in person to each store/company to drop off their resume and application in person. Hiring managers value meeting you first to get to know your personality, as they want to see if you are a good fit for the company. Consider the following:

- Bring copies of your customized resume and cover letter to each location
- Ask to meet the manager on duty
- Greet the manager in a friendly manner and explain that you are interested in applying for a job
- Give the hiring manager your cover letter and resume
- Provide your availability (on your resume/application) and welcome a follow up phone call

How to find a part time job