

## HOW TO FIND A SUMMER JOB

School is out! As excited as you are, not going to school in the summer, you are wondering how you can make some allowance to finance your plans and activities for the next 2 months. Finding a summer job doesn't sound like a bad idea after all...

### When to Find a Summer Job

**Start EARLY.** Many companies start hiring in February for summer positions. If you want to apply to a particular company, bookmark the website and check back regularly.

### Where to Find a Summer Job

**Search ANYWHERE.** Start by checking **newspapers** (ie. Vancouver Sun, Province), **bulletin boards** displayed in libraries and community centres. For example, if you would like a retail job for the summer, go to shopping centres and **look for "Help Wanted" signs** outside store windows.

If you want to look online, start with the following:

[www.charityvillage.com](http://www.charityvillage.com) (for jobs in non-profit organizations)

[www.jobbank.gc.ca](http://www.jobbank.gc.ca) (specify "Student/Youth" Job Search)

[www.jobs.gc.ca](http://www.jobs.gc.ca) (specify "Student" under Resources)

[www.workopoliscampus.com](http://www.workopoliscampus.com)



### Who to Talk to

**Talk to ANYONE.** Only between 15 to 25 percent of jobs are publicly advertised. In addition to being qualified, many candidates are hired because they know an insider who recommended them. So **tap into your networks!** Let your friends and family know you are looking for a job, and ask to use their connections and keep an eye out for you.

Some tips to keep in mind if you are planning to approach a company in person:

- ✓ **Talk to the manager directly.** Managers make the hiring decisions and review many resumes regularly, so this will increase your chance of getting an interview because you have established a connection with them. If a staff tells you to "just drop off your resume", politely decline and arrange to come back to see the manager in person.
- ✓ **First impression counts.** Make sure you are well-dressed, even if you are dropping off your resume and will only be there for a few minutes. The manager might also choose to interview you right away, so you want to be prepared.
- ✓ **Be professional.** This is YOUR job search process – there's no need to bring your friends or even your mom to support you.

### What to Do

**Take action TODAY.** The more companies you send applications to, the more likely you will be contacted for interviews – that is, provided that you have a good resume that demonstrate your experience and skills. For more information on learning how to write a resume, please refer to the **Step-by-Step Guide to Resume Writing**.

Need more information? Come visit an advisor in Career Programs in 116A!