

FINDING A PART-TIME JOB

PREPARE TO JOB SEARCH

- Create resume (see back for basic tips)
- Confirm your academic/extracurricular activities schedule(s)
- Collect contact information (names, addresses, phone numbers) for past jobs
- Collect copies of your resume, pen/pencil and schedule(s) and place in portfolio
- Determine appropriate job search outfits

FIND AVAILABLE POSITIONS

Find links to on and off-campus positions at murraystate.edu/career/jobsearch

Remember the power of networking. Though a formal application is required for on-campus jobs and most off-campus jobs, how you introduce yourself to potential employers and interact with them as a student and customer may influence your employment opportunities.

DRESS FOR SUCCESS

For a part-time job search, prepare a business casual wardrobe at the minimum. Depending on the campus department or off-campus organization you may be better served to dress professionally. Everyone should be clean, well groomed (hair, nails, facial hair), and clothes should not be wrinkled. Think professional, not trendy.

It will NEVER be appropriate to wear the following:

- T-shirts
- Shorts/jeans
- Short skirts
- Flip-flops
- Excessive perfume or cologne
- Tight or baggy fits
- Missing buttons, tears or rips

BUSINESS CASUAL for MEN looks like:

- Pressed slacks/khakis
- Pressed button down shirt, sweater or polo
- Leather shoes and matching mid-calf socks
- Avoid jewelry and appear well-groomed

BUSINESS CASUAL for WOMEN looks like:

- Casual, not too tight pants/skirts
- Skirt should still come to knee and cover thighs when seated
- Tops should fit, not gape or reveal cleavage

Business professional For MEN looks like:

- Dark blue or gray suit
- White or blue cotton shirts; avoid bright colors or stripes
- Tie (conservative, not flashy)
- Belt and shoes that match in color
- Shoes: well-shined black or cordovan with dark, mid-calf socks
- Avoid earrings/other jewelry

Business professional for WOMEN looks like:

- Conservative tailored suit or dress suit
- Skirt that hits top of knee and has no extreme slits
- Well-shined basic low/med heeled pumps
- Limited jewelry
- Small handbag or portfolio

“NETWORKING” LOOKS LIKE...?

Your network is everyone you know. Think of your network as a giant web of interconnected links tying each contact to another. In the job search, you want to let your network know you are seeking employment. Ask your connections (family, friends, older Murray State students, your academic advisor and professors) about potential employers.

Once you identify available opportunities, prepare to network with the people in hiring positions. Always approach people with respect and dressed for the job search. Practice your elevator speech, the way you introduce yourself. This brief (30 - 60 seconds) introduction might look like this:

- Introduce yourself, smile, make eye contact
- Offer firm hand shake and present resume
- State your intentions (part-time job)
- Summarize your relevant experience/skills
- Share specific interest in working for them
- Ask questions (application process)
- Thank them for their time



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FOLLOW-UP

While an employer may not have a job opening the day you walk into their office or business, there is a lot of turnover in part-time jobs so follow-up. Call back a week to 10 days later to reiterate your interest and availability. Ask if they expect for jobs to become available in the next week or month. After that, follow-up once a month (unless directed to not do so).

FINAL TIPS

- Follow application instructions explicitly
- Present yourself as someone already in the job, not as a desperate college student who just rolled out of bed
- Think about timing - for example:
 - Don't go into a restaurant between 10 a.m. and 2 p.m. as they are too busy to talk with you during that time
 - Don't go at opening or 10 minutes before closing
 - Call or go in 30 minutes after opening to give them the chance to get settled but perhaps not yet be in meetings

RESUME WRITING TIPS

Please review the brief resume writing tips and sample below. However, we also encourage you to review the additional resume writing tips and samples in the Career Handbook available on the website.

You are invited to email a draft of your resume to **msu.eresume@murraystate.edu** to receive feedback within 48 business hours. Staff are also available to review your resume during walk-in hours in 100 Oakley Applied Science during the following times: Tue - Thu, 2 - 3:30 PM.

FirstName LastName

Street | City, ST ZIP | ###.###.#### | email@murraystate.edu

Summary of Qualifications

- List in 3 - 5 bullets the skills and personal traits you bring to a position
- Effective communicator, recognized for ability to build rapport easily
- Organized problem solver in fast-paced environments
- Detail-oriented writer entrusted to edit and send professional documents

EDUCATION

- **Murray State University**; Murray, KY | *Bachelor of Arts, English*; May 20xx
- GPA: 3.35/4.0

EXPERIENCE

- **Great Construction**; Somewhere, KY | *Fill-in Secretary*; Oct 20xx - Jul 20xx
 - Entrusted to complete paperwork.
 - Organized files for efficient future access.
 - Communicated with customers and vendors via phone and face-to-face.
- **Providence School**; Somewhere, KY | *Crossing Guard*; Aug 20xx - May 20xx
 - Monitored traffic flow and directed students in safe road crossing.
 - Handled weather and situational emergencies as directed through training.
- **Sweet Family**; Somewhere, KY | *Nanny*; Aug 20xx - May 20xx
 - Coordinated afterschool activities for two elementary-aged children.
 - Arrived in timely manner consistently.

ACTIVITIES

- **Social Sorority**: *Member*, fall 20xx - present; *Treasurer*, spring 20xx - present
- **Professional Organization**: *Member*, fall 20xx - present; *VP Membership*, fall 20xx - present

KEY SKILLS

- **Foreign Language**: Spanish, conversational
- **Computer**: Proficient in Microsoft Word, PowerPoint and Publisher with working knowledge of Excel
- **Social Media**: Comfortable marketing office or services through Facebook, Twitter and blogging

These are brief resume writing tips. For more detailed direction please see the Career Handbook at **murraystate.edu/career**.

Format and Content Tips

- Appropriate font(s)
- Header text size (12 - 14 pt font)
- Body text size (10 - 12 pt font)
- Fills the page (one page only)
- NO high school info after sophomore year unless specifically related to objective
- NO grammatical/spelling mistakes
- NO references (belong on separate page)
- NO social security #, birth date, picture, marital status, gender, ethnicity, or religion

Contact Information

Includes name, address, phone number, and e-mail address clearly at top of page

Education

- Include Murray State, degree and grad date
- Include minor(s) if applicable

Experience

- Include employer/organization, location, title and dates of employment (month/year) listed present to past
- Use present or past tense action verbs
- Use concise bulleted statements

Honors/Activities

- Include those most related to job
- Include dates and list present to past
- Include leadership role titles

Key Skills

- Include those areas that communicate your fit to the job you are seeking to fill