

Student Looking for Work

An interesting summer job is not too hard to find so long as you know where to look. Follow a few simple steps and you could soon be laughing all the way to the bank.

The right place to start looking out for summer jobs would be at the local Human Resource Development Center. It's possible that you may find a summer job that matches your interests and needs. Another source to look for summer jobs is on the Internet. Make use of the technology available to land you a good summer job. Various companies do place advertisements on different sites for job openings. It could very well turn out to be a one-stop shop for your summer job needs.

Try and take up work you are passionate about. If you are an art buff, see if you can work on jobs that are even remotely connected with art. You will soon find that work does not seem like work anymore. It will also add strength to your resume.

Another great way to look for jobs is at job fairs. Schools, universities and colleges also receive a lot of job advertisements. Find out if there have been any job postings. If you have a particular place in mind you'd love to work in, don't hesitate to jump right in. Sport a nice professional look; arm yourself with a good resume and references. Package yourself well and create a good first impression and you may be one step closer to your dream summer job.

A work abroad program is another option. It may seem expensive, but the experience gained could be immense. You would be exposed to interesting cultures and a new way of life. It may give you an interesting life experience that could be of great help.

So first find out what you want from a summer job and then go get it. It could be yours if you try hard enough.

Writing a Good Resume

Your resume is like your representative - it tells a prospective employer all about you. Writing a good resume will make the best possible first impression on your behalf. Your resume should show the prospective employer clearly, why their job and your skills are a perfect match. Here are a few things to keep in mind while writing a good resume:

- **Clear and Concise:** Be specific and use short sentences or phrases. Employers usually scan through resumes and only read those that make the best impressions.
 - **Be correct:** Make sure there are no typos or spelling mistakes. Proofread your resume ten times before even thinking of sending it. If possible, have someone else read it for you.
 - **Use design to your advantage:** The layout of your resume will determine its value, and yours. Use highlighting, bold face and bullets to attract attention to key achievements. Choose a font that is easy to read. Make use of the white space on the paper to draw the eye where you want.
- **Be relevant:** Don't list information that has nothing to do with the position or your qualifications for it.
 - **Create an Internet-ready version:** When you apply for a job online, the formatting in your resume may not translate properly and may render it difficult to read. Prepare a text-only version with no formatting for such purposes.

Finding an Internship

You have just graduated out of college; it is your first job and your employer asks if you have had any work experience before. Yes, today most organizations, expect their employees to have the primary knowledge about the industry and some hands-on experience on the field.

The only thing that would come to your rescue at this crossroad will be the **internship** that you had taken up during those mid-term breaks.

Now, internship would not approach you, it is you who must **find an internship** for yourself.

It is not as difficult as landing in a job of your choice; however an internship can definitely make it easier for you to land in a job of your choice.

So, here is how you could go about **finding an internship** for yourself.

Alma-mater caters - Check up with your university or college if they have been approached by companies with summer projects or a short stint for the students with their company during the fall.

Teacher's pet, is that you? - Professors can be of great help in finding the right internship. Why, you could probably even assist your professor during your mid-term break. Your faculty, coupled with advising you right, can also put you through the right source.

Acquaintance Assists - No more than six degrees is what separates or should I say bonds people. Approach your family, friends, relatives, et al for contacts and sources. It always helps a little more when an acquaintance refers you to someone.

Career Canopies - Career fairs have become a frequent event. Keep vigil for such similar events on newspapers and magazines where they are widely advertised.

World Wide Web - Each one of us has a direct access to the Internet. There are numerable sites that provide information about companies and their profiles. Internet gives us the freedom to roughly have a glimpse of the companies before choosing which one would be ideal for an internship.

And last, but not the least is to plan your internship well in advance, so that you can find the internship of your choice.

Gaining the Much Required Job Experience

Jobseekers are often faced with situations where they are not selected because they have no job experience. In the course of your search for a job of your choice, you might be faced with a similar situation. It is very important therefore to work towards gaining relevant experience. There are a variety of ways in which you can go about this. You can take up part time or temporary jobs or take up small projects or internships.

LEVEL 1: Part Time Jobs and Temporary Jobs

Organizations look out for temporary workers or part time workers, who can match their staffing requirements on short term projects. A quick research on job related websites will give you a listing of a variety of temporary jobs that might be of interest to you. Alternatively, you could

approach agencies, who employ people for short periods of time and depute them to organizations. Working on such jobs will establish the following:

- You can be a responsible employee
- You can interact with customers
- You are aware of corporate work culture

This can also lead to the part time employer offering you a permanent job if they are impressed with the quality of your work. Part time jobs in which you have worked during your summer break as a sales representative or a waiter is also of considerable value as those also establish your credibility as a prospective employee.

LEVEL 2: Small Projects and Internships

If you are a student, you could take up internships and small projects that organizations offer as they can free up their resources for more strategic work. Some educational institutions have clients which offer such work to students on a regular basis. Some of these projects are very strategic in nature and can be included as relevant experience in your resume. Working on such projects will establish that:

- You have an idea of delivering projects as per specifications
- You have a few valuable contacts within few organizations
- You have the experience of doing industry relevant work

Working on short term jobs goes a long way in boosting your confidence, while providing you with the credibility of being a valuable prospective employee.