

FINDING OFF-CAMPUS EMPLOYMENT DURING GRADUATE SCHOOL

Internships and Part-time Jobs

In today's highly competitive job market, part-time jobs have rapidly become a prerequisite for many full-time positions. The payoff for graduate students is invaluable: real world experience, evidence of their future job-worthiness, and contacts in their field of interest.

FINDING A PART-TIME JOB

Step 1: Target Your Goals

Define your goals for part-time employment. Consider how this part-time experience could make you more marketable for full-time work. Think about how this experience could help you to more clearly define your career interests.

Step 2: Prepare for Your Search

- Consider creating a targeted resume to emphasize skills that would be useful in your field of interest. Be sure to use the language of your field and emphasize the skills that you are obtaining through your graduate degree. For example, a resume for the field of public relations should include skills like writing press releases, knowledge of crisis management, and public speaking experience.
- Prepare a budget to see how much you need to earn per hour and how many hours you need to work each week.
- Bring your resume by Career Services (CS) between 10 a.m. and 3 p.m. Monday-Friday for a critique. A good resume goes a long way in getting you an interview.
- Attend a *Resume and Job-Search Strategies* workshop at Career Services or online at www.career.ucf.edu.
- Complete a practice interview at Career Services.

Step 3: Register with Knightlink

Career Services' Knightlink, an online recruiting system, contains job postings for part-time jobs. To sign up for Knightlink, go to www.career.ucf.edu and click on the Knightlink icon to register online.

Step 4: Identify Employer Prospects

Identify potential job opportunities through Career Services' Lockheed Martin Work Experience Program, listings on Knightlink, networking, Chamber of Commerce, Office of Experiential Learning, and your academic department. Network with family and friends to identify companies and to gain contacts. Ideally you should start your search six months to a year before your desired start date. Prioritize your list of prospects based on your preferences.

Step 5: Apply for Experience

You should be prepared to send employers your resume and cover letter. Apply online through company websites and job listing websites such as Knightlink. Attend career fairs such as Career Expo (September and January) and Statewide Job Fair (May). Contact prospective companies' Human Resources departments to determine if the company has part-time opportunities. If your target company doesn't, use your company research to discuss the possibility of working on a project. Use your networking to directly contact a department manager in your career field. A department manager may have staffing needs that human resources is not aware of or decide to create a position based upon your qualifications. Over 70% of jobs are found through networking and directly contacting employers. Be persistent and follow-up!