TIPS FOR FINDING A JOB DURING SCHOOL

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| **START WITH CAREER SERVICES** | **KEEP YOUR EYE ON SOCIAL MEDIA** | **DEVELOP A LIST OF PLACES YOU’D LIKE TO WORK** | **BE PREPARED TO FOLLOW UP** | **USE OTHER JOB POSTING SITES** |

**START WITH CAREER SERVICES**

☐ **LOOKING FOR AN ON-CAMPUS JOB?** If we know about a campus job, it will be posted on

Handshake, the university’s centralized online job board.

☐ **LOOKING FOR A JOB OFF-CAMPUS?** Many organizations in the community use Handshake, to post

full-time, internship, and part-time roles.

**All enrolled students already have a Handshake account.** To fully activate yours, navigate to lsus.joinhandshake.com or download the Handshake app. On the login screen, enter your LSUS email address using the format that looks like this: [smithj01@lsus.edu](mailto:smithj01@lsus.edu). The system will recognize your information and welcome you by name. After you’ve activated your account, fill out your profile, upload your resume, and use the system to start looking!

In the JOBS section, select ALL FILTERS and then choose the ON-CAMPUS to review the campus jobs posted onto the site. Otherwise, try to location filter to find roles close to where you reside.

**STILL CAN’T FIND AN ON-CAMPUS JOB?**

If you don’t find an on-campus position that fits what you are looking for in Handshake, consider calling around to the various departments to inquire if they have any openings.   
  
Once you start contacting offices, make sure that you have a resume ready to provide to them. If you need help writing a resume, review the Career Services website for useful information and reach out to the office for help.

**KEEP YOUR EYE ON SOCIAL MEDIA**

Follow Career Services on social media to stay up to date about positions that are posted with our office. On Instagram, specifically, we share a weekly post called FIND A JOB FRIDAY, which features campus jobs, local internships, and local part-time and full-time opportunities. Follow us by searching for LSUS CAREER SERVICES on the site.

**DEVELOP A LIST OF PLACES YOU’D LIKE TO WORK**

Outside of Handshake, spend time developing a list of places where you’d like to work. How do you accomplish this? Follow the steps outlined below:

1. Compile a list of places you like to shop or places where you like to hang out. Are any of these places hiring? Investigate on their website, call the specific location that is convenient to where you reside, or swing by and ask their staff.
2. To expand the list you’ve come up with on your own, conduct research of organizations in the area.

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**DEVELOP A LIST OF PLACES YOU’D LIKE TO WORK CONTINUED…**

Use resources like the Chamber of Commerce in your town to investigate organizations that exist in your area; for instance, the “Member Directory” on the **Shreveport Chamber of Commerce** allows you to search by business category, providing you with a list to begin examining.

When you find an organization you like, keep track of it on a spreadsheet or some other organizational tool. Mark down the name of the organization, the kind of business they conduct, their website, and a contact number you can call.

Check out their website, too. It is possible they have a page where they post their open positions.

**REACH OUT TO ORGANIZATIONS**

Once you’ve compiled a list of organizations that interest you, reach out to them! How do you accomplish this? Follow the steps outlined below:

1. Write out a script of what you plan to say when you reach someone on the phone. Your script should include the following information:  
     
   **INTRO. *Introduce yourself by name*.** Include where you are attending school, what you are studying, and when you will be graduating.  
     
   **PURPOSE. *Why are you calling?*** Provide the person you are speaking to with an idea of why you are calling. For example, “While researching organizations in the city, I found yours on the Chamber of Commerce website. I thought I’d reach out today to inquire about employment.”  
     
   **ABILITIES. *Talk about some of your skills and demonstrate you are a candidate worth considering.*** For example, “I’ve earned a high GPA during my first year of studies in Marketing at LSUS, and I believe this shows that I am good at following directions and that I have a strong work ethic.”

**REQUEST. *What do you want?*** For example, “I’d really like to work for your organization and wondered how I might go about applying and interviewing for a part-time job.”

**FOLLOW UP. *How can they reach you later?*** If you end up having to leave a voicemail or message, be sure to provide them with a phone number where they can get back in touch with you.

1. Either call each organization you are targeting or visit them in person, using this script you’ve developed to start your conversation.

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**DEVELOP A LIST OF PLACES YOU’D LIKE TO WORK CONTINUED…**

**PREPARE A RESUME, JUST IN CASE YOU NEED IT!**

Review the self-serve resume writing resources on the Career Services website and construct a document that highlights the professional skills that you’ve developed so far in your academic and professional career.   
  
Need help? Check out the EVENTS section on Handshake and make plans to attend a Resume Writing workshop. If you can’t make the next one, email career@lsus.edu.

**BE PREPARED TO FOLLOW-UP**

Keep track of the date and time you make a phone call or visit each of your target organizations.   
  
After leaving a message with an organization or when you stop in to see someone, you may find that folks don’t get back to you immediately. ***This is fairly typical*** so it’s really important that if you want a job while you’re in school, that you take the initiative to follow-up with those organizations that interest you most.

Use the same script that you developed when initially making contact, but modify it a bit so that the receiver realizes that you are following up after an initial contact. Keep these tips in mind:

* Be specific and succinct in your communication; no um’s, ah’s, and like’s.
* Don’t convey frustration if someone has not gotten back to you; remain professional and keep your message consistent.
* Speak clearly so the employer can hear your message; provide contact information and times when you’re available to speak.
* Speak with enthusiasm – it makes a difference to the receiver.
* Keep track of your follow-up, what works with each employer, and any results.

**CHECK OUT OTHER JOB POSTING SITES, TOO**

Consider using job posting sites to supplement the work you are doing by contacting target organizations.

**Parker Dewey** // <https://www.parkerdewey.com/>  
Parker Dewey specialized in micro-internships. Micro-Internships are short-term, paid, professional assignments that allows students to demonstrate skills, explore career paths, and build their networks. They can take place year-round, typically require 10 to 40 hours of work of work, and are due within a few days to a few weeks.

**LinkedIn Job Postings** //<https://www.linkedin.com/jobs/>

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**BONUS! HAVE CAREER CONVERSATIONS**

Career conversations (or informational interviews) are a fantastic way to connect with professionals in your field and tap into “undercover leads”, especially considering that the purpose of these conversations is not to get job offers -- **job offers just happen to be a delightful side-effect to this valuable practice.**

Learn about informational interviewing using these resources:

* [The Ultimate Guide to the Informational Interview](https://www.livecareer.com/career/advice/interview/informational-interviewing)
* [200 Questions to Ask During an Informational Interview](https://www.livecareer.com/career/advice/interview/informational-interview-questions)

**STILL NEED HELP?**

If you’ve followed each of these tips and still can’t find opportunities that fit your needs, contact the office to set up an appointment.

**LSUS Career Services**

**Student Success Center - 1st floor of the Noel Memorial Library**

**318-797-5062**

**career@lsus.edu**