



Finding the right summer job can be a challenge. The process is similar to finding a job after graduation. In fact, summer job hunting is a great way to develop and practice skills which you will use throughout your career. In general, looking for a summer job involves the following:

Identify What it is YOU Want to be Doing:

This requires that you spend some time thinking about how you want to spend your summer. What are you interested in doing? Where would you like to be? Do you want to live at home or experience a different geographical area? Write a brief description of what you think you would like to do, and where you would like to do it.

Identify What YOU Need and Want to Gain from YOUR Summer:

Below is a list of some of the goals you might have for this summer. Write down a list of your goals, including any of these, and place a number indicating how much of a priority each one is for you.

1- indicates a HIGH PRIORITY GOAL; 2- indicates a MODERATE PRIORITY GOAL; 3- indicates something which is NOT A PRIORITY

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|--------------------------|-------------------------------------|
| earn money | gain career related experience |
| learn a specific skill | do something helpful for others |
| be in a particular place | explore a potential career interest |
| travel | adventure |

Know What YOU Have to Offer a Potential Employer:

Before you approach an employer about hiring you, it is important to know what skills, experiences, and qualities you have to offer. Examples might include writing or research skills, knowledge of computers, ability to teach or coach a particular sport, artistic ability, previous work experience, foreign language proficiency, etc. Make a complete list of possible things you have to offer.



Write a Resume

Regardless of the type of employment you are seeking, a well-written, professional looking resume makes a positive impression. Many positions will necessitate filling out a job application as well, but you can always attach your resume to it.

Identify Potential Employers:

Advertised positions, personal contacts, career resource library, on-line resources, alumni/ae contacts, special internship programs or offices in your state, telephone directories or chamber of commerce publications. Listed here are some common settings for summer employment, including internship opportunities over the summer: Theme and amusement parks, camps, construction and house painting, food industry, resorts, hotels, country clubs, golf courses, and sales.

Contact Potential Employers to Arrange Interviews:

If you are following up on an advertised position, proceed as requested by the employer. If you are not sure if a job is available you can write a letter of inquiry, enclosing a resume and indicating that you will follow up with a phone call. Or you can call the organization directly to inquire about their hiring needs and procedures and to get the name of the appropriate person to contact. A third alternative is to inquire in person at the organization. The later you are in your job search, the more helpful it is to use this approach. Make sure that you dress appropriately for the interview and that you follow the interview with sending personal thank you notes to those who interviewed you. For more information on this, pick up the effective interviewing sheets in the the Center for Career Development.



Check out the back for more details and information on other options for a summer job!

The Summer Job Search

Center for Career Development	
53 W. Stevens St.	Phone: 337-6616
Email: career@gettysburg.edu	www.gettysburg.edu/career



Here is more detailed information on finding a summer job– check it out!

Spread the Word and Network

Networking is one of the best ways to let people know who you are, what you can do, and that you are available and ready to work! Tell your friends, family, classmates, and anyone else that will listen that you are looking for a summer job. Give everyone a copy of your resume and be prepared to answer questions about the type of summer job you are trying to find. Casual contacts can be very meaningful so make use of them.

Using the Internet

For many people, the Internet has become a significant part of the job search process. If you are comfortable conducting part of your summer job search in this manner, you will find some exciting opportunities. Refer to the Center for Career Development website for more information or conduct your own search on the internet. Find more sites on a search engine (ex. Alta Vista, Excite, etc.) by entering "summer jobs."

- ⇒ Refer to our website at: www.gettysburg.edu/career and go to job search links– tons of opportunities here!
- ⇒ Summer jobs are also listed on eRecruiting, the Gettysburg on line database of jobs. You can self register and search for summer jobs by going to <http://gettysburg.erecruiting.com>



Temporary Agencies

Many corporations use temporary agencies to fulfill their summer staffing needs. Temporary agencies have clerical, sales, marketing, and IT positions that need to be filled. Local agencies can be found in the telephone book.



Don't Forget About the Newspaper

It is easy to get caught up in the world of high-tech these days. However, the newspaper can still be a good source of information when doing the summer job search, even if you are looking for a summer job across the country. Check out the classified section of the newspapers in the campus library. There is a wide range of newspapers from major cities around the country. If you are too high-tech for the paper version, then you can still get the classifieds on-line. Most newspapers have on-line versions that are free of charge and a great resource too!

Let Your Fingers Do the Walking

Another good resource for summer jobs is the telephone book! Take some time to thumb through the yellow pages and write down the names of companies/organizations that catch your eye and sound interesting. The next step is to learn about these companies (what do they do, etc.). Contact the company, express your interest, and find out if there are any opportunities for summer employment. If so, schedule an appointment to discuss these opportunities further.



Stop by the Center for Career Development library to learn more about the summer job search. Job postings and other handouts are also available!