



Finding a summer job involves the same steps as any other employment search. In fact, summer job-hunting is a great way to develop and practice skills that you will use throughout your working life. In general, looking for a summer job involves the following:

**1. 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 geographic area? In the space below write a brief description of what you think you would like to do, and where you would like to do it.

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**2. 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. In the space provided place a number indicating how much of a priority each one is for you. There is also room for your own additional goals.

1 - Indicates a HIGH PRIORITY GOAL (limit yourself to 2 if possible)

2 - Indicates a MODERATE PRIORITY GOAL

3 - Indicates something which is NOT A PRIORITY

- \_\_\_ Earn money – how much? \_\_\_
- \_\_\_ Travel (experience a different area)
- \_\_\_ Adventure
- \_\_\_ Explore a potential career interest
- \_\_\_ Gain career-related experience
- \_\_\_ Learn or develop a specific skill
- \_\_\_ Do something helpful for others
- \_\_\_ Be in a particular place – where? \_\_\_
- \_\_\_ \_\_\_\_\_
- \_\_\_ \_\_\_\_\_
- \_\_\_ \_\_\_\_\_

**3. KNOW WHAT YOU HAVE TO OFFER A POTENTIAL EMPLOYER.** Before you approach an employer about hiring you, it is important to know what skills, experience, 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. In the space below list some of the things you have to offer: (You might want to make a more complete list on separate paper).

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**4. WRITE YOUR RÉSUMÉ.** Regardless of the type of employment you are seeking, a well-written, professional looking résumé makes a positive impression. Many positions will necessitate filling out a job application as well, but you can always attach your résumé to it. You can pick up a *Résumé Writing* packet in Career Services (or find the handout on our Career Services web site) and upload and store your résumé(s) online via the eRecruiting system found at <<http://www.colby.edu/career.serv/student/>>. There are also helpful books on résumés in the Career Services Library. A staff member is available to review résumés during drop-in hours, Monday Tuesday, and Thursday from 2-4, Wednesday 10 – noon.

**5. IDENTIFY POTENTIAL EMPLOYERS.** Following are some suggested resources:

**Advertised Positions** – Check the eRecruiting database linked to the Career Services web site as well as the other online databases listed there, look at newspaper classified listings (you can find many of these on the web if papers are not available locally -- go to <http://www.colby.edu/career.serv/student/> and select the Job Search link to find a link to newspapers across the country and worldwide), bulletin boards at community organizations, company personnel offices and web sites, and career centers at other colleges can provide leads. Consider using internship listing resources linked to the Career Services web site, as some internships may be paid. Also, look at Spotlight on Careers (linked to the Career Services web page) for links to field-specific job listing and internship sites that would be helpful.

**Personal Contacts** - Relatives, friends, professors, coaches, Career Services staff, and others can often suggest people in your field of interest for you to talk to about possible jobs. They may also know about specific opportunities.

**Career Resource Library** - Career Services has many directories of summer jobs and internships. Be sure to check eRecruiting's "Jobs and Internships" section for current opportunities. Some general directories in our library can also be helpful in identifying organizations to contact. Ask a staff member or Career Assistant if you need help finding information.

**Alumni/ae Contacts** – Use the Colby Alumni Directory to find alumni in particular occupational fields and geographic regions who can provide information and advice about their field and who may be helpful in identifying leads for summer jobs and/or internships. Ask for access information in Career Services.

**Special Internship Programs or Offices in Your Home State** - Inquire as to whether your own state government has an internship program for college students. Massachusetts and Maine both offer programs, for example.

**Telephone Directories, Chamber of Commerce Publications** - Both can be helpful in identifying potential employers in your area of interest. Yellow pages are readily available on the internet. You can also try looking at [www.bigyellow.com/](http://www.bigyellow.com/). Career Services also offers CareerSearch -- a powerful database tool searchable by industry and location that is linked to the Career Services web site.

**6. 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 résumé 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 organizations. The later you are in your job search, the more helpful it is to use this direct approach.

Prepare for interviews by thinking about and practicing how you will present yourself to an employer. At Career Services, you can pick up a handout on interviewing skills (or download it from the Career Services web site), and consult job search books that discuss this topic. You can also attend an Interviewing Workshop and/or sign up for an individual video-taped mock interview with a staff member.

**7. OTHER OPTIONS.** Use your imagination to add to this list of other possibilities.

**Self-employment** - Consider going into business for yourself. While your income isn't guaranteed, neither is it limited. Providing services like lawn care, house painting, catering, etc. gives you the opportunity to develop many career-related skills such as marketing, customer relations, and financial management.

**Combining a Volunteer Internship with Paid Employment** - You may be able to arrange a career-related volunteer internship, and earn money at a job such as waiting tables or cashiering, which has flexible hours.

**Temporary Work** - Working for a temporary agency can enable you to gain experience in a variety of organizations, and sometimes can lead to a more permanent position.