



PROFESSIONAL

PART-TIME JOB SEARCH TIPS

Whether you are looking to earn some money, build your experiences, make some professional connections or all of the above, working part-time will help you develop time management skills, learn how to prioritize, all while building experiences, connections and making money.

- **Start early!** Job searching during the summer months is a good time to start thinking about opportunities during the academic year. Work Study positions on campus open in early August!
- **Come in for a resume critique** to ensure you are showcasing your skills and experience in a way that will appeal to your audience
- **Create your job search strategy.** Who are you applying to? What skills are they looking for? How much time will you dedicate each day/week? Where will you seek opportunities (there are more places to look than online) Job searching can be a full time job!
- **Talk to people.** You never know how can lead you to your next opportunity. Letting your friends, family, professors, TAs, peers, etc., know what you are looking for may lead you to ideas and referrals
- **Research company websites** to see if there are any postings, and get a sense of what the business is about to help you tailor your application
- **Use social media** (Twitter, LinkedIn, Facebook) to see if companies are posting opportunities via social media channels. You can also look up McMaster alumni under My Network to see where they work and what they do.
- **Cast your job search net as widely as possible.** Don't just apply to your 'ideal' job and hope you get it. Have a back up plan
- **Apply, apply, apply!** It can take upwards of 50 applications to secure 1 interview!
- **Remember** – you can build skills, experience and professional networks in ANY job, it is what YOU make of your experience, not what your experience makes you.

OSCARPLUS -<https://www.oscarplumcmaster.ca/home.htm>

- Check the Job Postings regularly as opportunities are posted daily, search by Position Type and select Part-time Employment
- Check the Events calendar for the date of the annual Career Fair (fall) and Connect to Careers Job Fair (winter).

WORK-STUDY PROGRAM – <http://sfas.mcmaster.ca/work-programs/fall-winter-work/>

- On-campus opportunities for currently registered students who demonstrate financial need.
- Jobs are posted on MOSAIC in early August
 - For more information on eligibility and how to apply, visit:



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Author/Reviewed By: Tanya Kett, August 2017





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McMASTER STUDENT UNION - <https://www.msumcmaster.ca/jobs>

- Job postings can be found with the Union Market, Underground: Design and Copy Centre, Compass, MSU Office, etc.

DAVID BRALEY ATHLETIC CENTRE - <https://rec.mcmaster.ca/job-opportunities>

- Opportunities at Service Desk, Business Office, the Pulse, Strength and Conditioning, and Intramurals

HOSPITALITY SERVICES - <http://hospitality.mcmaster.ca/employment/employment.html>

- Positions within Hospitality Services can be found throughout the year.

RESEARCH POSITIONS

- Check your department website to look up professors who might be doing research and what their current projects are to determine if you are interested
- Many research opportunities are in hospitals, government agencies and other departments or universities, so broaden your search according to where your interests are
- Send an introductory email with a brief description of who you are and why you are interested in working with them. Attach a current copy of your resume or CV for their reference
- It is acceptable to send a follow up email if you do not get a response within a couple of weeks

SELF EMPLOYMENT

- Do you have an entrepreneurial side you want to explore? Check out these resources for help getting started with your business
 - Summer Company <http://www.ontario.ca/page/start-summer-company-students>
 - Hamilton Small Business Centre <http://www.investinhamilton.ca/small-business/>

HAMILTON COMMUNITY

- Check out your neighbourhood - Areas to visit: Westdale, Dundurn Plaza, University Plaza, Jackson Square, Ancaster Meadowlands, Limeridge Mall
- Be sure to look at company websites for job postings (especially department stores or chains)
- Job banks like www.indeed.ca are available to help you see what is out there as a starting point

Whether or not you land your ideal part-time position, volunteering is a great way to continue to add to your resume -<https://studentsuccess.mcmaster.ca/professional-development/volunteering/>



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