

# HOW TO GET A SUMMER JOB

**START EARLY!** Don't wait until the end of spring quarter to begin your summer job search. Ideally, your research on who you want to apply to should be completed by early winter quarter. Timing is key. Consider the following guidelines:

Type of Employer	Approximate Application Deadlines
Government (Esp. Federal)	Can be as early as December
Company Sponsored	Usually end of February or Early March
Summer Camp Jobs	Usually end of March or early April
Work/Study/Travel Abroad Programs	May require six months in advance to apply in time to be considered

- **Determine What You Want To Accomplish Through Your Experience.** In other words, what career areas do you want to know more about? Are you thinking about advertising, accounting, or human resources? You may need to use the Counseling & Career Services Career Resources to research occupational fields before deciding. What skills do you enjoy and want to develop further (*i.e., writing public speaking, computer programming*)? Finally, is there a particular type of organization that interests you (*i.e., banking, retail, healthcare; computers*)?
- **Identify and Obtain Information** about available summer employment or internship opportunities described on company web sites, or in the summer/internship directories on reserve that meet your criteria.
- **Prepare a Resume and Cover Letter** to be used in your job search. Attend one of the weekly resume workshops at Counseling & Career Services. Schedules available beginning of each quarter. Pick-up a resume packet at this time. Get a resume critique from a drop-in advisor Monday through Friday, 10:00 to 4:00 p.m.
- **Apply to Your Targeted List of Prospective Employers/Organizations**
- **Use Persistence and Follow-Up** to communicate your interests and enthusiasm.
- **Spread the Word** that you are looking and what you're looking for. (*Tell friends, family, relatives, professors, past supervisors*)

## PROGRAM CONSIDERATIONS

- **Summer Sessions Are Most Competitive** - You may wish to consider your internship experience during the academic year when the number of applicants for available openings is a lot less.
- **Housing, Transportation, Financial Assistance Are Sometimes Offered** - Don't feel doomed to stay at home. Some programs or companies offer reimbursement for travel to the internship site and/or provide some sort of stipend or scholarship to offset expenses.

• **Academic Credit Is Sometimes Attainable For Summer Internship Experience** - Do not assume that you can get credit for a great experience after the fact. (SEE HOW TO GET CREDIT HANDOUT) If your employer requires that you be enrolled for university credit in order to be considered, and you cannot go through your department, you should check with a Counseling & Career Services Internship Advisor for sponsorship. We offer a certification program option in place of credit that makes you legal to work in a volunteer internship.

## SUMMER JOB SEARCH STRATEGIES

### HOW TO CALL AN EMPLOYER FOR SUMMER INTERNSHIP INFO.

“Hello, my name is\_\_\_\_\_. I need to speak to someone in your human resources department who handles your summer employment/internship program.” *(When you are connected with the secretary for personnel ask this question again- if the person you need to speak to is busy or in a meeting, find out if the receptionist can help you or when a good time is to call back and/or obtain an email address..)* When you have the person you need, say “Hi, my name is\_\_\_\_\_. I am currently a student with the University of California at Santa Barbara. I am interested in receiving information about your summer employment/internship program. I am currently completing my\_\_\_\_\_(year in school) in \_\_\_\_\_(specify major) with special career interests in\_\_\_\_\_. What types of summer positions does your organization typically hire for? What are the requirements? How many positions are anticipated? What is the application deadline and process required to be considered? Would it be possible to receive some general information about your organization (*i.e., a company brochure, annual report or prospective customer or client materials*)?”

### WHAT TO SAY WHEN THERE ARE NO OPENINGS WHEN YOU CALL

“I realize that openings this summer are unlikely, but I would still like to fax or email you a copy of my resume to keep on file in case unexpected openings occur later on in the year.” They may still say no. Either way follow up and ask “I would also appreciate receiving company information and names of individuals within your organization that I could talk to or write to about entry level positions in your\_\_\_\_\_ (specify a departmental area you or most interested in whether sales, operations or finance). Finally, do you have any suggestions where I might try next regarding summer employment?” *Note: Acknowledge any information they give you with a follow-up thank you letter.*

## USING THE INFORMATION INTERVIEW TO EXPLORE POTENTIAL LEADS

This is especially helpful when you are fuzzy about the different career options in which you want to get experience. It also takes some of the pressure off both you and the employer during the interview. This approach is only effective if you are clear with the employer that you do not expect a job - only information. However, in the course of your conversation you may wish to inquire if their firm or department has ever used an intern, and if not, would they be interested? If not, whom would they suggest you contact ? Most professionals recommend internship experience as key so this inquiry should appear as to be a natural request. *(Consult the Career Manual free in Career Resource Room for a list of Information Interview Questions)*

## GETTING NOTICED IN THE APPLICATION PROCESS

*Use an individualized cover letter and professionally produced resume when applying.*

*Consider attaching one or two letters of recommendation addressed: To Whom It May Concern.*

If an application form is required, insure that it is completed and neatly prepared.

*Always plan on calling or emailing those employers to whom you've applied within two weeks.* This gives you a great chance to present your qualifications in a more personal way while insuring that the right person has gotten your application. It also gives you a chance to ask about the next step in the selection process, and if it might be possible to set up a brief interview with them when you are in town over spring break as an example.

