

HOW TO FIND A PART-TIME JOB



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I'd like to learn more about . . .

David Reyes
114 E. Whitson Dr., #3
Irvine, CA 92695
dreyes@uci.edu • (949) 555-1234
dreyes.wordpress.com

EDUCATION	University of California, Irvine Bachelor of Arts in Studio Art	June 20XX
EXPERIENCE	California Pizza Kitchen, San Bernardino, CA Host <ul style="list-style-type: none">Greeted and seated over 200 guests per night and provided quality customer service at a fast-paced restaurantTrained 5 hosts and provided guidance to other staff through hands-on training and real-time feedbackMaintained constant, clear communication with wait staff and other front-of-house staff to ensure quality service Arts for All, Colton, CA Art Teaching Assistant Volunteer <ul style="list-style-type: none">Collaborated with an art teacher to discuss upcoming activities to instruct a class of 20 second graders on painting, drawing and sketching skills each weekDeveloped a lesson plan and personally conducted a class lesson on watercolor to studentsUtilized teaching and Spanish language skills in a bilingual setting	Sept. 20XX - Aug. 20XX
LEADERSHIP EXPERIENCE	Key Club, Fontana, CA President <ul style="list-style-type: none">Chaired weekly member meetings for a community service organization to share club updates, upcoming events and goals with over 100 membersManaged a cabinet of 5 officers and 10 committee members to plan and brainstorm over 50 service projects throughout the yearOutreached to teachers, school administrators and community leaders via email and in-person meetings to expand service opportunities for students Treasurer <ul style="list-style-type: none">Managed all finances for the budget of \$750, including allocating funds across projectsSpearheaded the Walk-a-Thon and KC Bake Sale fundraisers which generated over \$500 from each event	Sept. 20XX - June 20XX Sept. 20XX - June 20XX
ACTIVITIES	Photographers' Society, University of California, Irvine Member <ul style="list-style-type: none">Participate in weekly meetings and discussions related to the methods, arts, and equipment for photography	January 20XX - Present
SKILLS	Language: Fluent in Spanish Computer: Proficient with Microsoft Office, Adobe Creative Suite, HTML, InDesign	



WHAT IS WORK STUDY?

- Based on need – check financial aid package
- Awarded regardless of COVID-19 and campus status
- If unused and not awarded, the following year, must petition and meet with financial aid advisor if desired
- Additional details: [UCI Financial Aid and Scholarships](#)

WORK STUDY JOBS

- Positions are mostly on-campus
- Number of jobs available driven by campus departments, not work study funds / financial aid

PREPARATION: MATERIALS

- Application
- Resume and cover letter
 - Resume and cover letter workshops
 - Virtual appointments and [VMock](#) for resume and cover letter reviews
- References



INTERNSHIPS, PART-TIME JOB AND FULL TIME LISTINGS

Handshake: uci.joinhandshake.com

- Complete my profile
- Upload documents
- Search for positions



Other campus jobs:

<http://www.career.uci.edu/students/campus-jobs.html>

Parker Dewey - micro-internships

TIPS

- Make note of posting date
- Appropriately follow-up after applying
- Be ready to provide a copy of your class schedule
- Prepare for the interview: dress, answering questions with [Big Interview](#), additional questions to ask, Thank You email

FOR ADDITIONAL SUPPORT

- **Resources on DCP website:** www.career.uci.edu
- **Virtual Career Planning Appointments:** 30-minute appointments to discuss career exploration, job/internship search, graduate school planning, etc. Book in [Handshake](#)

