

The Carroll College Summer Job Finding Guide

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Summer Job Guide

The What, Where, and How of Summer Job Hunting

This guide is designed to help you, the summer job seeker, find the job best suited to you. It will describe step by step procedures and the ways in which Career Services can help with your summer job search.

Table of Contents

Section	Page
I. Get Started	2
Figure out your priorities and assess your skills	
II. Review Resources	2
Gather information through people, paper, and the internet, and develop a list of employers to target	
III. Obtain Applications and Job Descriptions	4
Contact employers by phone, e-mail, website, or in person	
IV. Prepare Your Resume, Application, and Cover Letter	5
Guides and examples to help you sell your skills	
V. The Interview	7
VI. Checklist for Finding a Summer Job	
VII. Appendices	12
Appendix A	
Skills Evaluation	12
Appendix B	
Types of Summer Employers.....	16
Appendix C	
Outline for Cover Letter.....	20
Appendix D	
Example Cover Letter for a Summer Job	21
Appendix E	
Questions Asked by Employers During Summer Job Interviews.....	22
Appendix F	
List of Possible Questions Related to Your Summer Job Development	23

I. GET STARTED

It's never too early (or too late!) to start looking for a summer job. A positive attitude, a little patience, and this guide will help you start your search for the job you want.

Determine your priorities and then ask yourself these questions:

GOALS: What do you want to do? What are your interests? What are the skills you want to use (See the Skills Evaluation Exercise, Appendix A, for help in answering these questions.)

MONEY: How much do you need/want to make? What's more important—a stimulating job or a high paying one?

LOCATION: Where do you want to work? Do you want/need to stay near home or explore a new geographical area?

FREE TIME: How much free time would you like? Will you have time to play and work?

II. REVIEW RESOURCES

The next step in your job hunt is to review your resources. You need to compile as much information as possible, and from that information, develop a target list of the employers or positions that interest you most.

Remember! Only 20% of job openings are advertised by conventional means in the newspaper, so it's very important to use all available resources.

Three Basic types are:

A. People Resources

- Talk to professors in your major field of study for ideas about major-related jobs.
- Talk to friends and upperclass students who have had interesting summer jobs in the past. Use all of your friends, family, friends of family, family of friends, etc.
- Set up an appointment to talk to someone in an organization dealing with the type of work in which you are interested. This can be arranged through telephone contact, or a personal visit. Not to worry—Career Services personnel can show you how. Ask for interview information handouts available in the Career Resource Library.
- Build contacts by always asking if the person with whom you are speaking can refer you to someone else.

- Career Services is another valuable people resource. We can help through:
 - Job listings on the Job Board. See our webpage: www.carrollcollege.edu/careers for our online Career Board. New job listings are posted daily as they are received from potential employers.
 - Information available on the webpage.
 - Check the “careers for different majors” section and click on your academic major for job sites specific to that major.
 - Visit our “fantastic links” page for summer job sites.
 - Resources in the Career Resource Library
 - Career exploration materials
 - Internship opportunities
 - Resume and cover letter writing
 - Interview preparation and networking
 - Annual Career Fair held each April

B. Paper Resources

- Check newspaper want ads in the city where you plan to work. Most offer their employment ads section on their websites as well.
- Identify organizations of interest by going through the Yellow Pages in the phone book or Chamber of Commerce materials. Come in and browse through the Career Resource Library! We have numerous guides and directories such as the *Summer Employment Directory*, *Summer Camp Jobs*, *Chamber of Commerce Directory*, and *National Park Jobs*.
- We also have Internship Sources in the Career Resource Library for opportunities in and outside Montana.

C. Internet Resources

- For larger employers, check their websites. Most have a section specifically for summer work opportunities. Also, if you want to work in a more metropolitan area, do check select job sites that advertise summer jobs. See the Career Services webpage for an annotated list of legitimate sites that we have found. Remember, though, you can waste a lot of time perusing sites that are poorly organized or not targeted to college students.

D. Recommended Places to Target

- Look for places which normally expand operations in the summer months:

○ Golf courses	○ Cannery/harvest
○ Moving companies	○ Roofing/painting/siding
○ Motels/hotels/restaurants	○ Hospitals
○ Landscaping nurseries	○ Construction companies
○ National parks	

- For more ideas, see list of summer employers—Appendix B
 - Phone/water/gas companies
 - For more ideas, see list of summer employers—Appendix B
 - Research companies
 - Road/highway maintenance
 - Camps/resorts
 - Restaurants
- Also consider using temporary-help employment agencies or even self-employment opportunities.
 - Opportunities exist with federal, state, and county agencies. If you are considering a career in government, a summer with a federal agency may help you reach a decision. You must file an application directly with each federal agency where you seek employment. These positions are competitive and many of them have early application deadlines. For federal jobs, check USAJobs at <http://www.usajobs.opm.gov> or with the Forest Service at <http://www.fs.fed.us/fsjobs>. For state and county jobs, check with Job Service at <http://www.employmentmontana.com>

III. OBTAIN APPLICATIONS AND JOB DESCRIPTIONS

You are now prepared to get specific information from organizations of interest.

- After gathering information. Look at your options. Focus in on five or six jobs to which you can begin applying. For each possibility, develop a strategy of phone calls, letters, resumes, personal visits, and follow-up. Depending on the organization and the job you want, your strategy may vary. When appropriate, have contacts (friends, family, alumni) call or write to recommend you.

Here are some important procedures to follow when contacting employers:

A. Telephone

- Procedure:
- Remember, courtesy and an attitude of professionalism at all times are prerequisites for any job.
 - Introduce yourself to the receptionist.
 - Ask for the name of the department head.
 - Address the department head by name and introduce yourself.
 - State the reason for your call.
 - Give your qualifications.
 - If he/she says no, ask for an interview in case an opening occurs later.

B. In Person

Procedure: Dress accordingly for the position desired.
Ask to see someone in a particular department. Try to have the name ahead of time. If you don't have the name, ask.
If you can't see the person right away, offer to wait.
If waiting is not possible, try to make an appointment, request an application.
Call back for an appointment, or to deliver your application and/or resume.

C. Through the Mail or Online

Procedure: Prepare a resume and cover letter. (See Section IV)
Be sure your letter states that you will contact the employer by phone or in person. (Give a specific date.) Don't wait for the employer to contact you.

IV. PREPARE YOUR RESUME, APPLICATIONS, AND COVER LETTER

Granted, hoards of students have found summer jobs in the past without resumes, but it is better to be safe than sorry. In some situations, resumes can be helpful, and in others they are a necessity (e.g., if you are living at a distance from the area in which you hope to work, if the employer has no formal application, if the competition is stiff, or if you are hoping to land a job that is tied in with your academic major). Sometimes high level qualifications are not required for a position and the employer selects an employee on the basis of personal traits alone. Initiative is a highly desirable trait to any employer.

There are a couple of ways to begin the "pen to paper" process of resume writing. If the challenge is a new one for you, we suggest you attend one of the scheduled *Writing a Winning Resume* Workshops. The different formats, their advantages and disadvantages, as well as procedural guidelines for writing will be discussed. You may also want to obtain a copy of Career Services' handouts on resume writing. Critiques of your resume (and cover letters) are available for individuals who have attended one of Career Service's *Writing a Winning Resume* Workshops.

A. The Cover Letter

When mailing your resume or application to a prospective employer, you must include a cover letter. Each cover letter should be written individually. The letter can be brief, indicating why you are applying and when you will be available for an interview. This item serves as another marketing tool out there working for you.

If possible, call or use directories to obtain the name of someone where you are applying. People respond more positively to a letter bearing their name than to an impersonal Dear Sir or Madam. Additional guidance for cover letter writing is offered through the *Writing a Winning Resume* Workshop mentioned above. Also refer to Appendices C & D for an

outline and example of a cover letter written as part of a summer job application. As with your resume, individual or group critiques of your cover letter is also offered.

B. Applications

Few students realize the importance of the job application. When employers receive hundreds of applications, the application itself becomes the one common denominator, the one objective yardstick by which all candidates can be initially screened. No matter how impressive your qualifications, a messy or incomplete application can put you in the “no” pile without further consideration. The following guidelines apply to online as well as hard copy application forms.

Guidelines for Completing Applications

1. Read the entire application before filling it out, including the small print.
2. Fill it out accurately and neatly. Avoid errors in punctuation, spelling, and grammar—especially in the names and addresses of past employers and schools.
3. Type or print neatly—for paper applications, use black or blue ink. Take a good, felt-tipped pen with you when applying in person.
4. Sign your name legibly.
5. Read over the application for errors. For online applications, it often is easier to write it on your computer and then transfer it to the online application forms, most of which do not offer spell check programs. When you have completed it, have someone else review it, too. Be sure to follow the instructions given.
6. When applying by mail, be sure to keep a photocopy of your completed application materials. Print out a copy of online applications.
7. If more space is needed for information, attach a separate sheet of paper clearly labelled as a continuation of question # ____.
8. If you make a minor error on a paper application, you may erase or use liquid white-out. If you make many errors, request another application and start over.
9. For paper applications, staple your resume to the application before submitting. Paper clip your cover letter on top.
10. Provide a phone number where you can be reached or where messages can be taken. Make sure that your voice mail message is polite and professional—this is not a place to clown around!

11. Include volunteer jobs, outside activities, internships, etc. that relate to the job for which you are applying. Avoid leaving unexplained gaps in your employment history.
12. List your education and experiences in reverse chronological order with the most recent things first.
13. When applying in person, be prepared. Have references, education and employment history, dates, addresses, telephone numbers, etc. written out ahead of time so that you just have to transfer this information from your notes onto the application form. A word about references: never use someone's name without his/her explicit permission!
14. When delivering an application in person, be sure to ask questions such as: What is the application procedure? When will applicants be notified for an interview? What is the timeline for acceptance or rejection after the interview? etc.

Remember that your job application is an important reflection of you. Every time you fill one out, you are completing an up-to-date summary of you and your work experiences.

Other Things to Consider

1. **Sell Yourself.** The application is not a place for modesty. Tell the employer exactly the kinds of things you have done. If you were in charge of a team of workers, say so. A babysitting/child care job might have included such chores as “creative play with children,” “household management,” “meal planning and preparations.”
2. **Give Lots of Information.** The number and kinds of activities listed, grade point average, and part-time jobs are a reflection of your achievement level or energy level, interests and hobbies, self-reliance, and ability to get along with others. Remember that volunteer activities are often just as worthwhile as actual work experience. Include a description of them on your application. Also list your education experiences, honors, and awards.
3. **Watch Wording.** An employer will sometimes screen out an application simply because of the wording the applicant has used. Select the kinds of words that will reflect well on you. The content of your answers, especially to open-ended questions, gives clues as to your verbal ability, maturity, and interests. Write “to be discussed” on the salary expected line, and give yourself a chance to discuss wages during the interview.
4. **Know Your Rights.** There are certain questions which an employer, by law, is not allowed to ask, and you do not have to answer them if they appear on the

application (i.e., your sex, marital status, race, national origin, or religion). An employer cannot require you to list all the organizations, clubs, and societies to which you belong. Age and birth date cannot be asked, and it is illegal for an application to contain any questions which imply a preference for persons under 40. If you see a question which you feel might be illegal and you're not sure how to answer, ask for some advice.

V. THE INTERVIEW

An employment interview has two main purposes. The employer wants to assess your ability to do the job, and you want to convince the employer that you are the person who should be hired. Although the goals remain the same in every interview, there is no set route that an interview takes in accomplishing these goals.

Summer job interviews are as varied as the types of jobs for which students apply. A series of formal interviews may be necessary for jobs requiring experience or specialized skills. The procedure for obtaining other jobs may involve little more than filing an application and telling the employer when you can start. Another factor influencing the type of interview to expect is the employer's experience in hiring summer employees. An employer who has been hiring summer help for years may do little more than assess the applicant's appearance, ask a few pertinent questions, and hire on the spot. Employers who hire summer help infrequently may take considerable time to determine an applicant's suitability for a particular position.

Whether the interview is short or long, casual or formal, good preparation by the applicant is very important, and Career Services has terrific videos on job interviewing. You will feel more confident when entering an interview if you know that you have done your homework. A summer job interview rarely lasts longer than 30 minutes. Getting ready for the interview will take considerably longer. Knowledge of what to do before, during, and after the interview can give you the edge in selling yourself to the employer.

A. What to Do Before the Interview

1. Answering the Employer's Call: After you have completed and submitted letters, resumes, and applications, you may be called for an interview. The call indicates an employer's interest in you.

Instruct anyone who normally answers the telephone that you have applied for jobs and are waiting to hear from employers. Tell anyone answering the phone in your absence to write down a clear message, including the name of the person calling and the number where the caller can be reached. Be careful when creating your voice mail messages. Be sure that they reflect maturity and are appropriate.

Because you may be surprised or caught off balance by an employer's call, you may forget to find out essential information. To prevent this, it is a good idea to keep a list of questions near the telephone. If you use a cell phone, keep a pad and pen with you. The list will help you to obtain the following important details when setting up an interview.

- The date and time of the interview. It is important to write down this information. When scheduling interviews, always allow ample time for arriving punctually.
- The exact location of the interview. Ask the caller for specifics, such as street number, floor, particular entrance, parking, and directions, if you are unsure of the area. Interviews are often conducted at a different location from the one where you applied. Do not assume that you know where to go. Make sure you know about access to parking.
- The position for which you are being considered. You may have filled out an application or mailed in a resume without being specific about the position you are seeking. Usually, when an employer wants to interview you, he or she has a particular position in mind and wants to evaluate your qualifications for that particular job. Learn as much as possible about the employer and position ahead of time; for larger employers, you can learn a lot by perusing their website. You will be better prepared to discuss your suitability for the job and to sell yourself.

2. Prepare for Salary Discussion: Your research into summer jobs should give you some ideas of salary ranges for various jobs. You will be in a better position to discuss salary if you are aware of going rates. You can use the MCIS or NACE program at Career Services to learn about the going rate for most types of positions.

Try to think of salary negotiations as a tennis match. Return the ball to the interviewer's court as much as possible. If you are asked what salary you expect to receive, ask the interviewer what salary he or she normally pays for the position. In some cases the pay may be negotiable. In other cases, it may be fixed. In any event, the employer may suggest a higher pay rate than you were expecting.

If the pay quoted by the employer is less than you have hoped to earn or less than the going rate for that type of job, you may consider asking for a higher rate. Explain to the employer your reasons for believing that the pay should be higher. You may be able to work out a compromise. Many summer jobs offer low pay but have compensating benefits, such as free meals or employee discounts of products or merchandise. For more information, come to Career Services and watch the video, *How to Negotiate Competitive Salaries and Benefits*.

Try to practice salary negotiations with a friend or parent. Instruct your practice interviewer to be as tight-fisted as possible. Your real interview may be easy by comparison.

3. Deciding What to Wear: Appearance is extremely important in a job interview. In many cases applicants are selected because they look like what the employer had in mind. You cannot control an employer's preconceptions, but you can control how you look, which may influence an employer's decision to hire you.

If you are applying for a manual labor position or a job where you will be wearing a uniform, it is not necessary to wear a business suit for an interview. Dress cleanly and neatly and avoid wearing jeans and sneakers. For a job in an office, male applicants should wear a jacket and tie, female applicants a dress or blouse and skirt, or nice, well-fitting pants. When interviewing for competitive positions in large companies, a business suit is most appropriate. Good grooming is essential, especially if you are applying for a job where you will have contact with the public. Remember that neatness includes hair, nails, and shoes, and wearing earrings if you have pierced ears. Like it or not, many employers are turned off by other body piercings and tattoos. Whether you are applying to a gas station or a major corporation, you want to look mature and responsible.

B. What to Do During the Interview

1. Career Services has numerous sources of information to help you prepare for an interview: you may view the video, *How to Interview Like You Mean It*, and handouts on general and behavioral interviewing techniques, and copies of power point presentations are available for the asking.
2. Creating a Good Impression: The first few minutes of an interview are the most important. During that time, the interviewer evaluates your appearance, speech, and apparent suitability for the position. Knowing how to act during the initial portion of the interview can get you the job.
 - While being introduced, look the interviewer in the eye, shake hands firmly, and smile.
 - Do not automatically pop into the first available chair. Wait for a cue from the interviewer as to where to sit. If the interviewer does not tell you, ask.
 - Sit up straight and lean slightly forward in your chair. Listen carefully to what the interviewer is saying or asking.
 - Although some nervousness is natural, you will be more successful if you appear self-assured and confident. Try to relax. Do not squirm, twist your hands, or shuffle your feet. After the first few minutes, you will begin to feel comfortable and can concentrate on the interviewer's questions.

3. Responding to the Interviewer's Questions: Your answers to the interviewer's questions are obviously important. Equally important, however, are your attitude and composure in answering the questions, in asking your own, and in volunteering information. For a list of most commonly asked questions in a summer job interview see Appendix E.
 - Answer questions truthfully. If you are stumped by an unexpected question, take a few seconds in silence to formulate your response.
 - Remember to emphasize your skills and accomplishments. If the interviewer does not ask questions that give you the opportunity to speak about your strong points, take the initiative to do so yourself.
 - Do not criticize a former job, professor, or employer. Doing so can make you appear to be a complainer. Try to emphasize the positive aspects of your past education and experience.
 - If you are asked why you are not returning to a previous job, explain that you want a different type of experience, different location, more responsibility, different size of company, or different job duties.
4. Ask Quality Questions: Asking quality questions of the employer reveals your expectations and priorities. Prior to your interview, prepare a list of questions based on your research of the organization and position. Rank order them; ask your most important questions first. See Appendix F for a list of possible questions.
5. End Positively: You may be hired on the spot or you may be told that the employer will contact you. Thank the interviewer, positively reiterate your interest in the position, and leave promptly once the interviewer has indicated that the interview is over. Inquire as to the hiring procedures and time table.

C. What to Do After the Interview

Write a letter to the interviewer thanking him or her for the opportunity. Restate your continuing interest in and enthusiasm for the position. If you forgot to mention something important during the interview, include that information in your thank you letter. This letter is an often omitted courtesy in the job search process. If you cultivate the habit of sending this follow-up letter, it will give you an edge over the 90% of people who fail to recognize its importance.

Wait for the period of time that the employer indicated he or she would take to notify you. If you do not hear from the employer, call to ask about the status of your application.

While you are waiting to hear, contact other employers. Try to obtain more interviews. You will develop valuable interviewing skills, and eventually you will find a rewarding job.

VI. CHECKLIST FOR FINDING A SUMMER JOB

A. Fall and Winter (November-January)

1. Have a summer job goal in mind.
2. Visit Career Services to find online and paper resources.
3. Develop personal contacts (parents, teachers, classmates, parent's friends, etc.) who might lead to possible summer jobs.
4. Make a list of potential employers using resources in the Career Resource Library and your own knowledge of employers in the geographic area you intend to work.
5. Obtain applications and job descriptions directly from the employer, or acquire them online.
6. Write a resume and cover letters (one per employer).
7. Tips on job hunting locally:
 - a. Call potential employers to ask about summer work. If you know a contact, visit his/her company over winter break.
 - b. Find out the name of the person handling summer hiring so that you can direct your resume to him/her.
 - c. Find out application procedures. Check on licensing procedures (First Aid, driver's license, union membership.)
8. To job hunt at a distance:
 - a. Check employers' websites.
 - b. Check the America's Job Bank, <http://www.ajb.dni.us>, and follow the links to city in which you plan to work.
 - c. Check other reputable online job sites that target summer jobs for college students. See our annotated list for help.
 - d. Ask about application procedures and deadlines.
 - e. Complete online application forms or ask for an application, or send resume and cover letter if you are inquiring at a small firm.
 - f. If you receive no responses, call to check the status of your application. You should check about once every 2-3 weeks.
 - g. Call ahead for an interview if you plan to be in the area. (For example, over Spring Break.)

B. Spring (February-April)

1. Continue with the above.
2. Follow up original inquiries by calls or visits.
3. Check the Career Services webpage and appropriate job sites for new opportunities.

4. Check newspaper want ads.
5. Visit the Job Service for local jobs or America's Job Bank for job hunting from a distance.
6. Register at temporary help agencies.
7. Read business sections of newspapers regularly to find out which new businesses may be located in your area.
8. If you plan to be self-employed or do free-lance work, post flyers or brochures and distribute them in mailboxes. Advertise in your local newspaper.

C. Last Minute Efforts

1. Follow the above steps if time permits.
2. Check with classmates to see if their employers could use another worker.
3. Apply for Summer Season Jobs (e.g. harvest, fishing companies, Forest Service).
4. Reapply to places that didn't answer earlier requests or didn't have openings previously.
5. Volunteer if you can't find a paying job. It may provide paid work later and will provide valuable experience.
6. Don't become discouraged or give up. A job for half the summer is better than none at all.

APPENDIX A

SKILLS EVALUATION

Exercise #1

1. What are the things that you do best? Refer to the broadest possible range of your experience. Do not be concerned about whether your answers have any particular relationship to careers. Of all the things that you do or have done before, what do you perform with the greatest skill? Some of these may be talents which come naturally to you and thus may be difficult for you to notice in yourself. Name one or more and describe them as specifically as you can.

a. _____

b. _____

c. _____

d. _____

2. Now look through the skills categories which are defined on the following pages and evaluate yourself on each of these according to the following scale:

- a. No ability at all
- b. Enough ability to get by with help from others

- c. Some ability
- d. Definite, strong ability in this area

When evaluating your skills and abilities, do not compare yourself with any particular reference groups, such as other students in your college, all college students, or the general population. Just rate yourself according to your best estimate of your capability.

VERBAL-PERSUASIVE

Self-Rating

- _____ **Writing:** Express myself well in written forms of communications
- _____ **Talking:** Relate easily with people in ordinary conversational settings
- _____ **Speaking:** Able to deliver a talk to an audience
- _____ **Persuading:** Able to convince others to believe something that I hold to be true
- _____ **Selling:** Able to convince others to buy a product
- _____ **Dramatics:** Able to portray ideas or stories in a dramatic format
- _____ **Negotiating:** Able to bargain or discuss with a view toward reaching agreement.

SOCIAL

- _____ **Social ease:** Relate easily in situations which are primarily social in nature, i.e., parties, receptions, etc.
- _____ **Deal with public:** Relate on a continual basis with people who come to an establishment for information, service, or help, including a broad cross section of people.
- _____ **Good appearance:** Dress presentably and appropriately for a variety of interpersonal situations or group occasions.
- _____ **Deal with negative feedback:** Able to cope with criticism.

NUMERICAL

- _____ **Computational speed:** Able to manipulate numerical data rapidly without the aid of a mechanical device, demonstrating considerable accuracy in the process.
- _____ **Work with numerical data:** Comfortable with large amounts of quantitative data; compiling, interpreting, and presenting such data.
- _____ **Solve quantitative problems:** Able to reason quantitatively so that problems having numerical solutions can be solved without the aid of a computer or other mechanical equipment.
- _____ **Computer use:** Able to use electronic computers to solve quantitative problems; knowledge of programming, computer capabilities, etc.

INVESTIGATIVE

- _____ **Scientific curiosity:** Able to learn scientific phenomena and investigate events which may lead to such learning.
- _____ **Research:** Gather information in a systematic way for a particular field of knowledge in order to establish certain facts or principles.
- _____ **Technical work:** Work easily with practical, mechanical, or industrial aspects of a particular science, profession, or craft.

MANUAL-PHYSICAL

- _____ **Mechanical reasoning:** Able to understand the ways that machinery or tools operate and the relationships between mechanical operations.
- _____ **Manual dexterity:** Skill in using one's hands or body.
- _____ **Spatial perception:** Able to judge the relationships of objects in space, to judge sizes and shapes, to manipulate them mentally and visualize the effects of putting them together or of turning them over or around.
- _____ **Physical stamina:** Physical resistance to fatigue, hardships, or illness.
- _____ **Outdoor work:** Familiar with the outdoors, ability to work outdoors, overcoming obstacles, and knowledge deficiencies.

CREATIVE

- _____ **Artistic:** Keenly sensitive to aesthetic values; able to create works of art.
- _____ **Imaginative with ideas:** Able to create new ideas and programs through conceiving existing elements of behavior in new ways; able to merge abstract ideas in new ways.

WORKING WITH OTHERS

- _____ **Teaching:** Able to help others learn how to do or understand something; able to provide knowledge or insight.
- _____ **Coaching:** Able to instruct or train an individual to improve his or her performance in a specific subject area.
- _____ **Counseling:** Able to engage in a direct helping relationship with another individual in situations where the person's concern is not solvable through direct information-giving or advice.

MANAGERIAL

- _____ **Organization and planning:** Able to develop a program, project, or set of ideas through systematic preparation and arrangement of tasks; coordinating the people and resources necessary to put a plan into effect.
- _____ **Orderliness:** Able to arrange items in a systematic, regular fashion so that such items or information can be readily used or retrieved with a minimum of difficulty.

_____ **Handle details:** Able to work with great variety and/or volume of information without losing track of any items in the total situation; comfortable with small informational tasks that are part of larger project responsibility.

_____ **Make decisions:** Comfortable in making judgments or reaching conclusions about matters which require specific action; able to accept the responsibility for the consequences of such action.

3. Of the skills you have rated for yourself, which do you believe represent your most prominent strengths? Refer both to those you rated for yourself on the 1-4 scale and those which you describe in Question #1. Choose whichever of these are your most outstanding abilities and write them on the lines below.

4. Go through these strengths from part (3) and make a (-) beside those you do not enjoy and a (+) beside those you do enjoy.

PERSONAL QUALITIES

Exercise #2

In this exercise, you will find a list of key words and a sentence describing a variety of personal qualities. These are taken from reports of the kinds of personal attributes employers seek in new employees. This is not a test—it is an exercise to help you analyse your strengths and weaknesses—so be as honest as you can. Place a check mark at the point you feel best describes your personal attributes: S = Superior; AA = Above Average; A = Average; BA = Below Average; and P = Poor.

S AA A BA P

___ ___ ___ ___ ___ **Able to work-** I can promote a course of action or an assignment energetically and often take the initiative (assertive, quick).

___ ___ ___ ___ ___ **Ambitious-** I do extra work to help you get ahead and plan for success (self-motivated).

___ ___ ___ ___ ___ **Articulate-** I can express ideas easily orally and/or in writing, and your instructions are readily understood.

___ ___ ___ ___ ___ **Cheerful-** I am generally good natured and treat my fellow workers pleasantly (optimistic).

- ___ ___ ___ ___ ___ **Competent-** I am able to meet deadlines and my work is generally accepted “as is.” I may have accomplished some feat of skill or speed in my task (capable).
- ___ ___ ___ ___ ___ **Congenial-** I work well with others and can serve well on committees (friendly, easygoing).
- ___ ___ ___ ___ ___ **Conscientious-** I honestly perform what’s expected of me. I could name some unpleasant task I have done because it had to be done and no other person would do it.
- ___ ___ ___ ___ ___ **Cooperative-** I always do my part in a team assignment and often volunteer to help.
- ___ ___ ___ ___ ___ **Courteous-** I treat others with respect and observe the common sense rules of social behavior.
- ___ ___ ___ ___ ___ **Decisive-** I am able to make clear cut decisions under pressure and can stand behind them later. I can take a stand and accept responsibility for these decisions (firm).

APPENDIX B TYPES OF SUMMER EMPLOYERS

Cross out employers who don’t interest you... Circle the one that have some interest for you... Change words, make comments if you like.

- | | |
|---|-----------------------|
| City/Town Planners | Taxi Companies |
| Chamber of Commerce | Hardware Stores |
| Political Organizations | Newspapers, Magazines |
| Community Organizations
(United Way, YMCA, Scouts) | Hotel/Motel/Resorts |
| Social Service Agencies | Nursing Homes |
| City/Town Management | Real Estate Firms |
| Health Maintenance Organizations
(Planned Parenthood, Visiting Nurses) | Auto Parts Stores |
| Counseling & Testing Centers | Funeral Services |

Mining & Petroleum Companies	Labor Unions
Professional Associations	Electronic Firms
Correctional Institutions	Camps
Investments/Stockbroker Firms	National/State Parks
Youth Organizations	Insurance Companies
Dairy Companies	Libraries
Distributors, Wholesalers	Hospitals
Extension Services (Agric., Home Ec., Energy Audits)	Banks
Technical Journals	Post Offices
Restaurants	Forestry Service
Public Relations/Marketing Advertising Agencies	Engineering Firms Tourism Industries
Ferry Companies	Employment Agencies
Self-Employment	Zoos
Architectural Firms	Farms, Orchards
Bookstores	Florists
Airport, Bus Services, Railway	Museums
Energy Products Company	Service Stations
Mobile Home Dealers	Craft & Gift Shops
Publishing Houses	Nursery/Landscaping Services
Photography Studios	Personnel Departments
Research/Development Companies	Pharmaceutical Companies
Accounting Firms	Greenhouse/Botanical Garden

Medical Clinics	Record/Video Stores
Machine Products Companies	Oil Supply Companies
Retail Clothing Stores	Pest Control Companies
Lumber Supply Companies	Paint & Class Companies
Food Manufacturers	Electrical/Lighting Supplies
Internal Revenue Service	Day Care Centers/Nursery Schools
Film/Video/Audio Companies	Agricultural Feed Companies
Construction Companies	Agency of Environmental Conservation
Security Services	Fish and Game Departments
Utility Companies	Moving/Trucking Companies
Market Research Companies	Theatre Production Companies
Psychotherapy Associates	Maintenance Service Centers
Management Consulting Services	Private Foundations
Fitness/Exercise Centers	Worldwide Organizations
Organizations for the Elderly	Soil Conservation Offices
Student Loan Companies	Hospital Supply Companies
Woodworking Firms	Printing Companies
Automobile Dealers	Radio/TV Industry
Travel Agencies	Catering Services
Bicycle/Motorcycle Dealers	Mental Hospitals
Rare/Old Book Stores	Leasing Companies
Fabric/Interior Design Store	Public/Private Schools

Career Planning Offices	Housing Authorities
Church Organizations	Speech & Hearing Services
Import/Export Companies	Arts/Cultural Organizations
Antique Shops	Navigation Equipment Companies
Office Products Companies	Vocational Education Center
Marina, Boat Sales/Services	Property Management Companies
Educational TV/Radio	Art Galleries
Darkroom Labs	Furniture Stores
Discount Stores	Music Stores
Law Firms	Cable Companies
Movie Theatres	Computer Companies
Chiropractic Offices	Supermarkets
Police Departments	Military Organization
Border Patrol Units	Dancing Schools
General Stores	Aircraft Companies
Typesetting Company	Tutoring Services
Nature Centers	Dental Offices
Rehabilitation Center	Laboratories
Answering Services	Weather Bureaus
Department Stores	National Institutes of Health
Professional Fund Raising Companies	Regional Planning Agencies
Local/State Planners	Data Processing Firms

Manufacturing Firms

National Archives

Defense Department

Atomic Laboratories

Public Opinion Pollsters

Animal Hospitals

Tax Consulting

Historical Societies

APPENDIX C

OUTLINE FOR COVER LETTER

Your return address

Your city and state

Current date

Person to whom you are writing

Title

Organization

Department

Address

City, state, zip

Dear name:

First Paragraph: In your initial paragraph state the reason for the letter, the specific position or type of work for which you are applying, and indicate from which resource (Career Services, news media, friend employment service, etc.) you learned of the opening.

Second Paragraph: Indicate specifically why you are interested in the position, the company, its products, or its services. Demonstrate your high level of interest and enthusiasm for the position by revealing that you have done extensive research on their organization. This section of the letter, often eliminated by the naïve letter writer, is the most important.

Third Paragraph: Refer the reader to the enclosed resume or application blank which summarizes your qualifications, training, experiences, or whatever media you may be utilizing to present yourself. As a recent graduate, explain how your academic background makes you a qualified candidate for the positions. If you have some practical work experience, point out the specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume.

Final Paragraph: In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Possibly repeat your phone number in the letter and offer any assistance to help in a speedy response. Finally, close your letter with

a statement or question which will encourage a response. For example, state that you will be in the city where the company is located on a certain date, and would like to set up an interview. Or ask if the company will be recruiting in your area, and offer to provide additional information or references at their request.

Sincerely yours,
Your signature

Your name
Enclosure

APPENDIX D EXAMPLE COVER LETTER FOR A SUMMER JOB

Date

Mrs. Jane Employer
Montana Department of Commerce
Helena, MT 59624

Dear Mrs. Employer:

I am writing in regard to employment with Montana Department of Commerce tourism this summer. Several friends (Jennifer Anniston, Tom Cruse, and Chad Michael Murray), former Montana Department of Commerce employees, have told me of their experiences and indicated that I might enjoy working for the Department of Commerce. I am interested in learning about the tourist industry and related positions in your agency.

I have considerable experience in working with the public, and I find that I very much enjoy meeting new people and responding to their needs. I consider myself a perfectionist, and both my academic work and my previous work experience have required consistent attention to detail. These are skills which I believe would help me to meet the precision and flexibility required in the tourist industry. I have extensive experience living and travelling abroad, having lived as an exchange student for a year in Spain, where I became fluent in the Spanish language. In addition to this linguistic ability, I possess a unique understanding of the frustrations of international travel and of being a foreigner. All of the above are strengths which I feel could be useful in many capacities to an agency such as the Department of Commerce.

I would be interested in any of the following positions: sales and service representative; expediter; waitress, hostess, or front desk clerk; or tour guide. My preference would be to work directly with tourists interested in Montana where my language abilities would be most useful.

I am enclosing an application, and a resume which further details my education and experience working with the public. I hope my qualifications will be of interest to you

and relevant to your anticipated hiring needs. If not, would you please pass the application along to any other department which might find it useful? Within the next two weeks, I will try to reach you by phone to discuss employment opportunities with you personally. Thank you for your consideration.

Sincerely,

Really Kool
Enclosure

APPENDIX E

QUESTIONS ASKED BY EMPLOYERS DURING SUMMER JOB INTERVIEWS

1. Which is more important to you, the money or the type of job?
2. What do you consider to be your greatest strengths and weaknesses?
3. How would you describe yourself? How do you think a friend or professor that knows you well would describe you?
4. How has your college experience prepared you for a business career?
5. Why should I hire you?
6. In what ways do you think you can make a contribution to our company?
7. Describe the relationship that should exist between a supervisor and those reporting to him or her?
8. What two or three accomplishments have given you the most satisfaction? Why?
9. Why did you select your college or university?
10. What let you to choose your field of major study?
11. What college subjects did you like best? Why?
12. What college subjects did you like least? Why?
13. If you could do so, how would you plan your academic study differently? Why?

14. If you had the power, what changes would you make in your college or university? Why?
15. Do you think that your grades are a good indication of your academic achievement?
16. What have you learned from participation in extra-curricular activities?
17. In what kind of work environment are you most comfortable?
18. How do you work under pressure? Tell me of a time where you needed to work under extreme pressure.
19. In what part-time or summer jobs have you been most interested?
20. How would you describe the ideal job for you following graduation?
21. Why did you decide to seek a summer position with this company?
22. What do you know about our company?
23. What two or three things are most important to you in a summer job?

APPENDIX F

LIST OF POSSIBLE QUESTIONS RELATED TO YOUR SUMMER JOB DEVELOPMENT

1. Can you describe the specific tasks and responsibilities of your summer employers? Are they defined in a written job description?
2. Please describe a typical day of a summer employee in this department. What percentage of time is spent working with people, data, and things?
3. Can you describe the skills and personality of an ideal candidate for your department?
4. Is there an orientation or training period for summer workers? What is the content? What are its goals? Who teaches it?
5. How much exposure to other departments will be allowed? Are there opportunities to information interview with professional staff members from other departments?
6. How will I be supervised and by whom? Will a written formal evaluation be provided?

7. Can you describe the working environment and the managerial style employed here?
8. What is the general role and status of summer employees within this department and the overall organizational structure of this company?
9. What work have summer employees done in the past that has been of value to your organization?
10. What tangible benefits can I expect to receive? (e.g. stipend; salary; room, board, and/or reimbursement of expenses etc.)
11. What skills can your summer employees expect to gain?
12. Are past summer workers preferred candidates for full-time entry level employment?
13. As a summer employee, would I be covered by the organization's insurance plan?
14. Do you have any completed evaluations or journals kept by previous workers that I could read?