

TIPS FOR FINDING A JOB DURING SCHOOL

START WITH CAREER SERVICES	KEEP YOUR EYE ON SOCIAL MEDIA	DEVELOP A LIST OF PLACES YOU'D LIKE TO WORK	BE PREPARED TO FOLLOW UP	USE OTHER JOB POSTING SITES
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FIRST STOP > CAREER SERVICES

- LOOKING FOR AN ON-CAMPUS JOB?** If we know about a campus job, it will be posted on our online job board, Handshake.
- LOOKING FOR A JOB OFF-CAMPUS?** Many organizations in the community use our online job board, Handshake, to post full-time, internship, and part-time roles.

All enrolled students already have skeleton Handshake accounts. To fully activate your account, navigate to lsus.joinhandshake.com and enter your LSUS email address (for example, smithj01@lsus.edu). After you've activated your account, fill out your profile, upload your resume, and use the system to start looking!

STILL CAN'T FIND AN ON-CAMPUS JOB?

If you don't find an on-campus position that fits what you are looking for in the online system, consider calling around to the various departments to inquire if they have any openings.

Once you start contacting offices, make sure that you have a resume ready to provide to them. If you need help writing a resume, review the Career Services website for useful information and reach out to the office for help.

KEEP YOUR EYE ON SOCIAL MEDIA

Follow Career Services on social media to stay up to date about positions that are posted with our office. On Instagram, specifically, we have a highlight saved on our profile that features campus jobs shared with us: <https://www.instagram.com/lsuscareerservices/>.

OUTSIDE OF HANDSHAKE, CONSIDER DEVELOPING A LIST OF PLACES YOU'D LIKE TO WORK

How do you accomplish this?

- a) Off the top of your head, develop a list of places you like to shop or places where you like to hang out. Are any of these places viable options for employment?
- b) Conduct research of organizations in the area, to expand the list you've come up with on your own. Resources that might be useful include:

Shreveport Chamber of Commerce (<http://www.shreveportchamber.org/>) – Locate the "Member Directory" and search by category

When you find an organization you like, keep track of it on a spreadsheet or some other organizational tool. Mark down the name of the organization, the kind of business they conduct, their website, and a contact number you can call.

Check out their website. Perhaps they have a place where they post their vacancies.

REACH OUT TO YOUR SHORT LIST OF ORGANIZATIONS

How do you accomplish this?

- a) Write out a script of what you plan to say when you reach someone on the phone. It should include the following information:

Intro – Introduce yourself by name. Include where you are attending school, what you are studying, and when you will be graduating.

Purpose – Why are you calling? Provide the person you are speaking to with an idea of why you are calling. For example, “While researching organizations in the city, I found yours on the Chamber of Commerce website. I thought I’d reach out today to inquire about employment.”

Abilities – Talk about some of your skills and demonstrate you are a candidate worth considering. For example, “I’ve earned a high GPA during my first year of studies in Marketing at LSUS, and I believe this shows that I am good at following directions and that I have a strong work ethic.”

Request – What do you want? For example, “I’d really like to work for your organization and wondered how I might go about applying and interviewing for a part-time job.”

Follow-up – How can they reach you later? If you end up having to leave a voicemail or message, be sure to provide them with a phone number where they can get back in touch with you.

- b) Either call each organization you are targeting or visit them in person, using this script you’ve developed to start your conversation.

PREPARE A RESUME (JUST IN CASE YOU NEED IT!)

Review resume writing resources on the Career Services website and construct a one-page document that highlights the professional skills that you’ve developed so far in your academic and professional career.

Need help? Check out the CAREER EVENTS page in the STUDENTS section of the website for a workshop schedule. There may be a Resume Writing workshop coming up! If not, email career@lsus.edu.

BE PREPARED TO FOLLOW-UP

Keep track of the date and time you make a phone call or visit each of your target organizations.

After leaving a message with an organization or when you stop in to see someone, you may find that folks don’t get back to you. **This is fairly typical** so it’s really important that if you want a job while you’re in school, that you take the initiative to follow-up with those organizations you are most interested in.

Use the same script that you developed when initially making contact, but modify it a bit so that the receiver realizes that you are following up after an initial contact. Keep these tips in mind:

- Be specific and succinct in your communication; no um's, ah's, and like's.
- Don't convey frustration if someone has not gotten back to you; remain professional and keep your message consistent.
- Speak clearly so the employer can hear your message; provide contact information and times when you're available to speak.
- Speak with enthusiasm – it makes a difference to the receiver.
- Keep track of your follow-up, what works with each employer, and any results.

CHECK OUT OTHER JOB POSTING SITES, TOO

Consider using job posting sites to supplement the work you are doing by contacting target organizations.

REMEMBER HANDSHAKE

lsus.joinhandshake.com and enter your LSUS email address to activate your account. Follow Career Services on Instagram to stay up-to-date about new opportunities posted to Handshake.

LinkedIn Job Postings

<https://www.linkedin.com/jobs/>

Explore Careers in Louisiana > LEDFastStart

<https://opportunities.ledfaststart.com/global/en>

BUILD YOUR NETWORK – HAVE CAREER CONVERSATIONS

1 out of every 200 resumes (some studies even put it as high as 1,500) results in a job offer whereas 1 out of 12 career conversations (or informational interviews) results in a job offer.

Career conversations (or informational interviews) are a fantastic way to connect with professionals in your field and tap into “undercover leads”, especially considering that the purpose of these conversations is not to get job offers -- **job offers just happen to be a delightful side-effect to this valuable practice.**

Learn about informational interviewing using these resources:

- [The Ultimate Guide to the Informational Interview](#)
- [200 Questions to Ask During an Informational Interview](#)

STILL NEED HELP?

If you've followed each of these tips and still can't find opportunities that fit your needs, contact the office to set up an appointment.

LSUS Career Services

Student Success Center - 1st floor of the Noel Memorial Library

318-797-5062

career@lsus.edu