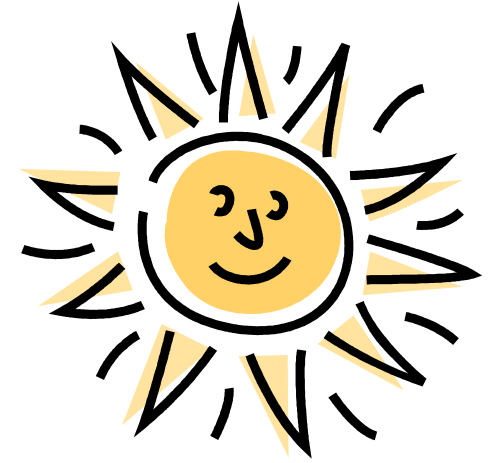


# The Citadel Career Center

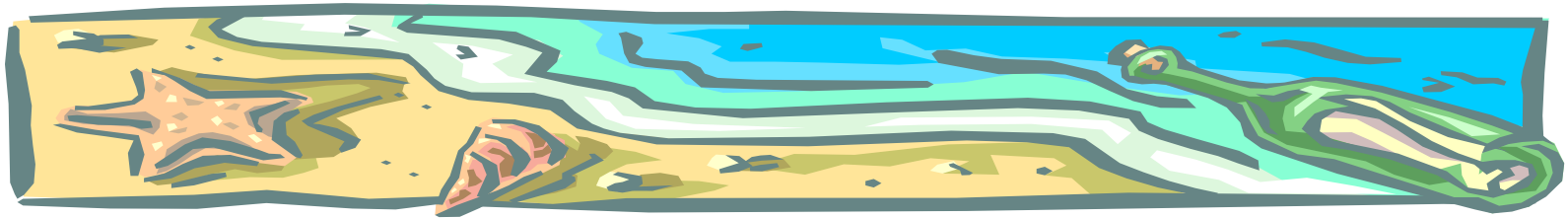
573 Huger Street Charleston, SC 29409

[CareerCenter@Citadel.edu](mailto:CareerCenter@Citadel.edu)

[http://www.citadel.edu/career\\_services/](http://www.citadel.edu/career_services/)



## Summer 2011 Employment Resource Packet



# Getting a Summer Job...

## WHEN TO BEGIN

It is best to begin looking for a summer job now. It will be difficult to find an available summer job the closer summer approaches, especially if you want a job related to your major.

## WHERE TO BEGIN

**Ask yourself a few questions:**

- What am I really interested in?
- Do I want to work in the field I'm studying? Or try my hand at something new?
- Where do I want to work over the summer? Local to The Citadel, 3,000 miles away, or in a country I've never visited?
- How much money do I want to make and how many hours a week do I want to work?
- Do I have a resume to send potential employers?

## RESEARCH

**After contemplating the questions above, your next step is to begin researching prospective employers, company information, employment opportunities, etc.**

- ✓ Check the classifieds in the local area papers.
- ✓ Contact family, friends, and professors – they may have suggestions and/or connections.
- ✓ Visit (or look online) the local Chamber of Commerce and request a list of area businesses.
- ✓ Consider signing with a temporary agency.
- ✓ If you can afford to, you should DEFINITELY volunteer! This is a GREAT resume builder.
- ✓ Visit smaller companies and request applications. Unlike larger companies, smaller companies may not always advertise online or within local newspapers.
- ✓ Take initiative! If a position isn't listed, don't assume that it doesn't exist.
- ✓ Apply for positions regardless if you meet all qualifications. Explain to the employer why you feel you can do the job.

## CREATE

**You need a resume!**

If you need help, visit [www.citadel.edu/career\\_services/ResumeSamples.htm](http://www.citadel.edu/career_services/ResumeSamples.htm) for resume formats, construction tips, samples and more! If you have questions after applying these tips and suggestions, please send them to [careercenter@citadel.edu](mailto:careercenter@citadel.edu) and **remember to attach your resume**. As time allows, a Career Center staff member will review and return your resume, via email, with suggestions.

Once you have the *perfect* resume, **you will need a cover/marketing letter.** Cover/Marketing letters introduce you to potential employers and provide an opportunity to explain what you can offer them. In addition, they inform employers of your interest in working with their company. For more information and sample cover letters visit [www.citadel.edu/career\\_services/Communication.htm](http://www.citadel.edu/career_services/Communication.htm).

After sending your cover letter and resume, allow adequate time for the company to receive and process your documents then follow up with them. ALWAYS contact the company in order to confirm that they received your information and reiterate your interest. DO NOT wait indefinitely to hear back from the company regarding next steps; find balance between leaving time for them to review your application and allowing too much time to pass.

### **INTERVIEW** **PREPARE!**

Again, research the company. Be prepared to answer *any* questions asked by the interviewer. Be calm, but confident. Remember to send a thank you note after your interview, communicating your gratitude and reassuring your interest. Refer to [www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm) for interviewing tips, follow-up, and offer evaluation.

We wish you success in your search for the **PERFECT** summer job. If you have questions regarding this information or need further assistance, please contact The Citadel Career Center at [careercenter@citadel.edu](mailto:careercenter@citadel.edu).

### **Have a safe, fun and productive summer!**

The Citadel Career Center Staff

Ashley Chrans, *Graduate Assistant*

Lauren Hastings, *Graduate Assistant*

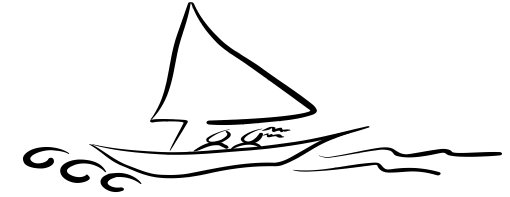
Celeste Melvin, *Recruiting Coordinator*

Kristin Schrader, *Training Coordinator*

Brent Stewart, *Director*

Jennifer Wells, *Associate Director*

## RESOURCES



Visit [www.citadel.edu/career\\_services/](http://www.citadel.edu/career_services/) and under the Information for Students' section also visit [www.citadel.edu/career\\_services/JobSearch.htm](http://www.citadel.edu/career_services/JobSearch.htm) for the PDF or PowerPoint version of *Your Job Search* and review "Seasonal Job and Internship Searches" at page/slide #11.

**Register** with **The Gate** to obtain access to the internship and summer job postings. Register or access an existing account via <https://citadel-csm.symplicity.com/students/>.

Visit [www.citadel.edu/career\\_services/fair\\_spring.htm](http://www.citadel.edu/career_services/fair_spring.htm) for a list of participants that attended the *Spring 2011 Career Fair* and [www.citadel.edu/career\\_services/fair\\_fall.htm](http://www.citadel.edu/career_services/fair_fall.htm) for a list of participants that attended *The Citadel Fall 2010 Career Fair*. Research the participants' websites for summer employment (and internship) opportunities.

**Practice** interviewing by using **Interview Stream** via your *Gate* account or **Perfect Interview** via [www.citadel.edu/career\\_services](http://www.citadel.edu/career_services) (under Online Resources) and review the **Student Guide** for tips on using *Perfect Interview* to advantage.

### **Search Chamber of Commerce Membership Directories**

Some southeastern city directories are available for use in The Career Center. You may contact the Chamber of Commerce for the area you are interested in and request a copy. (There is typically a fee involved: ~\$20 or so). In many cases, you may be able to view the information online. Use these directories to obtain contact information for companies of interest to you.

### **Area Staffing Agencies**

Contact the staffing agencies in the community you wish to work in for the summer. Local companies are often in need of temporary summer help and contact a staffing agency to fill the openings. Those attending summer school may find it easier to obtain employment that will fit around your class schedule through these agencies.

### **Internet Searches**

Try using a search engine, such as *MSN Search* or *Google*, to look for summer jobs and/or internships, along with upcoming career fairs throughout the United States. (Keep in mind that career fairs are typically for full-time employment, but may have summer opportunities represented. Ask the contact listed for the fair if unsure).

## LINKS OF INTEREST

### ○ Seasonal/Summer Employment (US & Abroad)

[www.simplyhired.com](http://www.simplyhired.com) (search the summer and seasonal links), [www.indeed.com](http://www.indeed.com) (type summer job under “what”), [www.campjobs.com](http://www.campjobs.com), [www.summerjobs.com](http://www.summerjobs.com), [www.snagajob.com](http://www.snagajob.com), [www.themeparkjobs.com](http://www.themeparkjobs.com), [www.studentjobs.gov](http://www.studentjobs.gov), [www.CareerBuilder.com](http://www.CareerBuilder.com), [www.clubswim.com/jobs.asp](http://www.clubswim.com/jobs.asp), [www.Chosatonga.com](http://www.Chosatonga.com), [www.work-camping.com](http://www.work-camping.com), [www.campchannel.com/jobboard/index.shtml](http://www.campchannel.com/jobboard/index.shtml), [www.campstaff.com/for.camps/](http://www.campstaff.com/for.camps/), [www.coolworks.com/](http://www.coolworks.com/), [www.aplus-summerjobs.com/](http://www.aplus-summerjobs.com/), [www.backdoorjobs.com/](http://www.backdoorjobs.com/), [www.greatcampjobs.com/](http://www.greatcampjobs.com/), [www.oapn.net](http://www.oapn.net), [www.groovejob.com/browse/jobs/in/SC/South%20Carolina/Charleston](http://www.groovejob.com/browse/jobs/in/SC/South%20Carolina/Charleston), [www.orient-express.com/web/ocha/ocha\\_c0d\\_careers.jsp](http://www.orient-express.com/web/ocha/ocha_c0d_careers.jsp)

### ○ Community Service & Volunteering (US & Abroad)

<http://www.nonprofitjobs.org/> [www.jobmonkeyjobs.com/GetJobs.rs](http://www.jobmonkeyjobs.com/GetJobs.rs), [www.students.gov](http://www.students.gov), [www.partners.net](http://www.partners.net), [www.volunteer.org.nz/](http://www.volunteer.org.nz/), [www.lowcountryredcross.org](http://www.lowcountryredcross.org),

### ○ Internship Opportunities (US & Abroad)

[www.collegegrad.com/internship](http://www.collegegrad.com/internship), [www.internships-usa.com](http://www.internships-usa.com) <http://www.internabroad.com/search.cfm>, <http://www.twc.edu/agencies/default.shtml>, [www.lowcountryredcross.org/](http://www.lowcountryredcross.org/), <http://www.studenthousing.org/>, [www.dccinternships.org/](http://www.dccinternships.org/), <http://www.vault.com/>, [http://www.ninds.nih.gov/jobs\\_and\\_training/index.htm](http://www.ninds.nih.gov/jobs_and_training/index.htm), <http://www.globalexperiences.com/internships/>, <http://www.si.edu/ofg/internopp.htm>, [http://www.history.org/foundation/human\\_resources/index.cfm](http://www.history.org/foundation/human_resources/index.cfm), <http://www.history.navy.mil/prizes/intern.htm>, [www.dcjobsources.com/](http://www.dcjobsources.com/), [http://www.findtuition.com/jobs.php?sc\\_extcmp=FT\\_Google\\_internship](http://www.findtuition.com/jobs.php?sc_extcmp=FT_Google_internship), <http://www.scaquarium.org/volunteers/internships.aspx>

### ○ Career Fairs

[www.careerbuilder.com/JobSeeker/CareerFairs](http://www.careerbuilder.com/JobSeeker/CareerFairs), <http://www.idealists.org/>, <http://www.nationalcareerfaairs.com/>, <http://www.ircdirect.com/>, <http://www.tribe.net/listing/category/9000>, [www.womenforhire.com](http://www.womenforhire.com)

## NOTE:

### Internships vs. Summer Jobs

If earning money is a must, seek a summer job instead of an internship. **Although some internships are paid, the majority are not.** While there is obvious benefit to a paid internship, do not overlook the benefits of the internship in and of itself. Employers look for those with experience and this is a great way to obtain it! For further information, visit [www.citadel.edu/career\\_services/JobSearch.htm](http://www.citadel.edu/career_services/JobSearch.htm) for the PDF or PowerPoint version of *Your Job Search* and review “Seasonal Job and Internship Searches” at page/slide #11.



## CHARLESTON, SC AREA SEARCH



**Charleston Area Staffing Agencies:** These agencies work with Charleston area businesses to find employees for part-time, full-time and summer positions.

<b>Accountemps</b>	<a href="http://www.accountemps.com">www.accountemps.com</a>
<b>Office Team</b>	<a href="http://www.officeteam.com">www.officeteam.com</a>
<b>Randstad</b>	<a href="http://www.randstad.com">www.randstad.com</a>
<b>Olsten Staffing</b>	<a href="http://www.olsten.com">www.olsten.com</a>
<b>Snelling Personnel Services</b>	<a href="http://www.snelling.com">www.snelling.com</a>

**Charleston Area Businesses:** The following businesses typically seek college students to fill summer positions. If interested in being considered for employment, please contact the business directly to learn about current openings and their application process.

**Please Note:** Several of these businesses typically attend our Career Fairs and/or hold On-Campus Interviews (Fall & Spring semesters only), so please be sure to review the Career Fair participants of the latest fair ([http://www.citadel.edu/career\\_services/](http://www.citadel.edu/career_services/)) and the On-Campus Interview schedule ([http://www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm)).

**Charleston County Parks & Recreation Commission**  
861 Riverland Dr., Charleston, SC 29412 762.2172 [www.ccprc.com](http://www.ccprc.com)

**Charleston Harbor Resort & Marina**  
20 Patriot's Point Rd., Charleston, SC 29464 843.856.0028  
[www.charlestonharborresort.com/contact.htm](http://www.charlestonharborresort.com/contact.htm)

**City of Charleston**  
32 Ann St., Charleston, SC 29407 724.7388 [www.ci.charleston.sc.us](http://www.ci.charleston.sc.us)

**Kiawah Island Club – Kiawah Development Partners**  
7 Beachwalker Dr. #2, Kiawah Island, SC 29455  
[employment@kiawahisland.com](mailto:employment@kiawahisland.com)  
[www.hrjobcenter.com/kiawah/](http://www.hrjobcenter.com/kiawah/)

**Kiawah Island Golf Resort**  
One Sanctuary Beach Dr, Kiawah Island, SC 29455 768.5741  
[www.kiawahresort.com/](http://www.kiawahresort.com/)

**The Club at Seabrook Island**  
Landfall Way, Seabrook Island, SC 29455 768.7838  
[www.discoverseabrook.com/#](http://www.discoverseabrook.com/#)

**Snee Farm Country Club**  
1200 Club Dr., Mt. Pleasant, SC 29464 884.8571  
[www.sneefarmcc.com](http://www.sneefarmcc.com)

**Wild Dunes Resort**  
Palm Blvd., Isle of Palms, SC 29451 886.2246  
<http://www.wilddunes.com/>