

# FINDING PART-TIME JOBS & VOLUNTEER POSITIONS

## HOW A PART-TIME JOB NOW CAN LEAD TO A CAREER LATER!

### 1. A foot in the door

Many jobs are never advertised externally because companies find they can recruit from within their own ranks. As a part-time worker or volunteer you'll have access to the company's internal publications and job advertisements, putting you in the right place at the right time – and often with the right experience – to win a full-time position.

### 2. Proof of your transferable skills

A part-time job or volunteer position will give you real-world experience solving problems, dealing with clients and coming up with ideas. Even if the part-time position is unrelated to your career goal, you will have developed valuable skills. In an interview, you will be able to recall examples of your accomplishments to prove you can actually do what you claim you can do.

### 3. Networking opportunities

One of the most powerful ways to find a job is through networking. Creating a large personal network will give you ample opportunities to meet people – and the more people you meet, the more work opportunities you are likely to hear about. Don't just think about the co-workers you will meet—also consider the people you meet every day through your job. For example, if you're serving customers, you'll have hundreds of opportunities throughout the day to make new connections.

### 4. Valuable references

Most employers ask for at least two references before making a hiring decision. They want to check your credentials and get a second opinion on you as a potential member of the staff. If you work hard to succeed in your role, you'll be able to ask your boss for a reference, knowing it will be positive. A glowing reference that proves you are a valuable employee will smooth your transition into a full-time career.

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