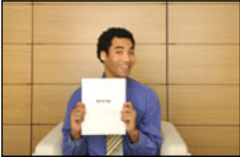


Resumes for Part-Time Jobs



A lot of people tend to not take their part-time job resume as seriously as resumes for other jobs, simply because they usually have another serious endeavor going on simultaneously, like a college education. Do not make this mistake; instead, write your resume for a part-time job as if you are applying for a full-time job. In order to land the best and most enjoyable job, your potential employer needs to know you'll take your job seriously. Keep the points in your resume clear, succinct, and relevant, and you should have no problem finding the job you need.

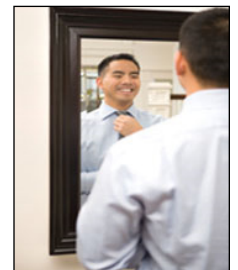
If you need to get a part-time job, you'll need a resume just like with any other job application. You will use your resume to highlight the skills and experiences that will cause a potential employer gain interest and want to interview and hire you.

Before you do anything else, draft a "master resume" that includes absolutely everything you've done in your work history and every skill you possess. Include even those elements that are irrelevant to the position you're currently interested in. Out of this comprehensive list, you can pick and choose the skills and qualifications that are applicable to the specific company you are applying to, custom-tailoring each resume in this way.

Keep your resume simple and short. It shouldn't exceed one page and should only include relevant experience to the part-time job you're applying for. If you have 10 years or more of experience, your resume may extend to two pages, but keep in mind that each resume only gets a few minutes of the resume reviewer's time so you don't want to clutter it with too many items.

If you don't have direct experience related to the job you want, focus on transferable skills that will be useful. For example, if you have experience as a senior waitress, you may write that you helped supervise junior staff members, if this would be an applicable skill in your new area of work.

It isn't necessary to include references directly on your resume. Just be ready with some upon request. Choose people who would give positive confirmations of the qualifications listed on your resume and let them know ahead of time that they may be contacted.



One thing that an employer will always want to know is what hours you're going to be available for and whether or not you could move directly into a full-time position if one becomes available. This is something that will be addressed in the interview so don't worry about including this information in your resume. The important thing is to show your potential employer that you can handle the job.

It's a good idea to write your resume as if it's NOT a part-time job that you're applying for, but a full-time job. This is because you want to show your potential employer that you would take the position seriously, even if your main focus is school or another endeavor.

Another point to remember is that your potential employer will be reading a lot of resumes and yours will need to stand out from the crowd. Therefore, keep it short, sweet, and succinct. List skills in bullet format so they're easy to read and see.

Finally, if you get a call, make sure you go to your interview with the right attitude. You're not going to get the job if you treat it as something that's not important. You'll want to show a good attitude through to the end, and it all starts with your resume.