

Akwesasne Employment Resource Center

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Resource Library

Tools for Getting a Summer Job

High school and post-secondary students, it's never too early to prepare yourself for the summer job application process.

Here are 3 important steps to get you started with your summer job search:

- 1) Prepare, prepare, prepare, then prepare some more! Your first stop should be at the Akwesasne Employment Resource Center to develop your RESUME. It's not as intimidating as you think! Please call us for an appointment.
- 2) Find out which employers are hiring this summer, and research their organization. Complete applications in your best handwriting. Most applications require personal information, education, work experience, including responsibilities, phone number, dates of employment, and references. Choose references carefully, teachers and supervisors can be your first choice. Carry a sheet of paper (like a RESUME) with this information to save time.
- 3) Make phone calls to several places to schedule an informational interview. This gives you a chance to introduce yourself in person and lets the employer know that you have self-confidence and a genuine interest in working with them.



Business Hours are Monday-Thursday 8 - 5 Friday 8 - 4



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