

PREPARE FOR STUDENT EMPLOYMENT



Want to become a student employee? Follow these tips for landing an on-campus job and being a stand-out new hire!

Cast a Wide Net

Student employment jobs are in high demand, so apply to as many jobs on [Campus Job Board](#) that fit your needs, abilities, and availability.

Pay attention to the [ladder levels](#) of each position to ensure you are applying to roles that best fit your current professional skillset.

Update & Upload Your Application Materials

Your resume should be an organized snapshot of your experiences. Check out the Career Center's suggestions for [creating your best resume](#).

Show your interest by submitting a cover letter, even if it's not required! Learn the basics of [writing a cover letter](#) from the Career Center Library. Don't forget to tailor your cover letter for each role – [learn more here!](#)

Ask for Support

A job search can sometimes be a long process. Be patient and hang in there! The [Career Center](#) and the [Office of Student Employment](#) are here to support your journey.

[Meet with a Career Center Advisor](#) for help targeting your job search or adjusting your strategy.

Be Proactive

Reach out to the department or hiring manager reiterating your interest. This may set you apart from other candidates!

Keep your schedule up to date on Campus Job Board so hiring managers know when you are available.

Be Prepared to Interview

Treat your campus job interview just as formally as any other interview. Do your research about the role beforehand, show up on time, and dress professionally. Send a follow up email thanking the interviewer for the opportunity!

Learn more about [interview basics](#)

Need interview attire? Check out the [Career Closet!](#)

Upskill Along the Way

Adding new skills to your toolbox while on a job search is a great way to stay motivated and be a stronger candidate. It shows hiring managers you're invested in learning, too.

Figure out the skills most desired for the roles you're interested in, and find ways to work on those skills so that you're ready to hit the ground running when you're hired!

Check out [LinkedIn Learning](#)'s wide library of lessons, with your free student access!