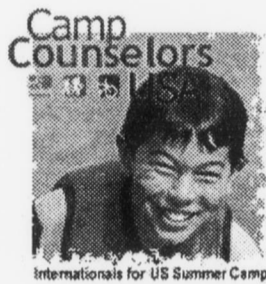


# Features

## Career Development, Internship & Community Learning Center: **SUMMER JOBS**

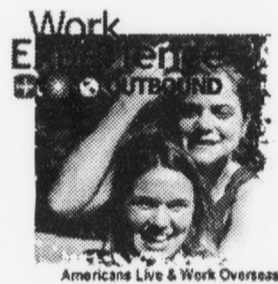
Are you still looking for a summer job?

Here are a few suggestions



**THE SEARCH**  
The best place to

start is the Career Development, Internship & Community Learning Center. There are many resource books available devoted solely to summer employment opportunities, summer internship opportunities, and summer volunteer opportunities.



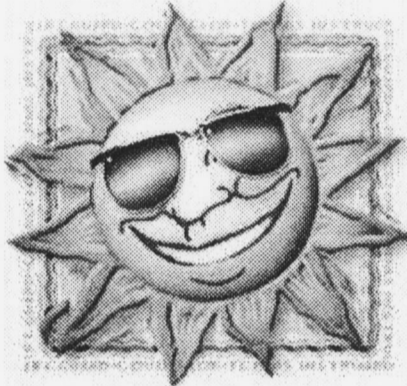
Most resource materials contain application instructions, contacts, phone numbers, fax numbers or e-mail addresses. Often the most popular jobs have the earliest deadlines. The Center also maintains a list of web sites for the summer job seeker and will assist in web searches for specific types of jobs. The Center maintains a summer file organized by geographic region, of camps and other special programs. In addition to using the resources offered by the Career Development Center, there are other things you can do to locate summer employment:

- \* Tell everyone you know that you are looking for a job and ask if they know of any opportunities
- \* Check the classified ads in the newspaper and online
- \* Check local establishments for "help wanted" signs
- \* Consider using a staffing agency

**TYPES OF JOBS**

The major types of jobs offering summer work include:

- \* Service occupations: Waiters, recreation personnel, lifeguards, camp counselors, ticket takers, amusement park personnel, museum helpers
- \* Labor-intensive jobs: Construction workers
- \* Environmental occupations: Landscape helpers, for-ester aides, animal technicians
- \* Production jobs: Auto repair, carpenters, mail sorters
- \* Retail and sales occupations: Cashiers, salespersons
- \* Clerical jobs: Office assistants, library assistants
- \* Technical support occupations: Computer support



**SELF-EMPLOYMENT**

If you possess a skill, you might be able to market that skill into a summer job. Possible areas to consider:

- \* Computer training or servicing
- \* Lawn Care
- \* Tutoring
- \* Childcare, Petcare, House-sitting
- \* Painting or House Repair
- \* Providing Services, i.e. shopping, planning children's parties, providing transportation for the elderly

**APPLYING FOR A JOB**

Once you have decided which jobs you wish to apply for, it may be necessary to write a resume and cover letter. You will want to emphasize on your resume those items of particular relevance for the job you wish to obtain. Think about what the employer might be looking for in a potential employee. Information on writing a resume and cover letter and other as-

pects of the application process is available through the Career Development Center.

**WEBSITES**

- www.ajb.dni.us (America's Job Bank)
- www.acinet.org (America's Career InfoNet)
- www.acane-camps.org
- www.bridgepath.com
- www.campjobs.com (has search capabilities)
- www.campstaff.com
- www.campcounselors.com
- www.collegestudent.com
- www.coolcamps.com
- www.coolstaff.com
- www.coolworks.com/showme
- www.cyber-sierra.com/nrjobs/index.html (natural resources jobs)
- www.doleta.gov (contains job market/openings by state)
- www.greatsummerjobs.com
- www.sca-inc.org (Student Conservation Association)
- www.seasonalemployment.com



- (a bit limited)
- www.student.com/jobs
- www.summerjobs.com
- www.wm.edu/csrv/career/stualum/jshort.html
- www.worktravel.com

**ADDITIONAL HELP**

If for any reason you have difficulty locating a suitable job, remember that the Career Development Center staff can help with any part of the job search. Don't hesitate to ask for their assistance (call x2187.)



## African American Awards Ceremony

Sunday, April 22 • 7 p.m.

Joseph M. Bryan, Jr. Auditorium  
Frank Family Science Center

A celebration of the achievements of Guilford's African American faculty, staff and students

Special guests will be "The Healing Force," "Integrity" and "O Tesha," each of whom will contribute to the festive atmosphere of reflection through African/African American music, storytelling and dance. Vendors will be on-hand selling African art, clothing and food, so please come a little early to take advantage of this opportunity. Traditional African attire is strongly encouraged.