

# SUMMER JOBS

**It's summer—the perfect time to work on your skill base and get some money in your pocket at the same time. Here are some tips on how to land yourself a casual job.**

**L**ooking for a summer job is a lot more simple than a doorknock these days—anyone with an internet connection and half an hour can send out a dozen job applications in a fraction of the time it used to take to walk around the local mall dropping resumes at likely places. And there are lots of websites specifically targeted at providing you with casual work. However, walking around dropping off resumes has advantages—you may get to meet the person hiring, and that face to face

contact will make you more memorable, particularly if you make a good impression.

Your local newspaper is often more targeted than websites and can help you find casual work closer to your area. Also look for a local recruitment agency. If you have a few skills under your belt—typing or data entry, for example—you might be able to find temp work. It's not as secure as an actual job, but it is a lot more flexible.

A lot of casual jobs can be found in the big chains—fast food chains, retail chains and department stores. These stores often have their own pre-printed applications to fill out, which you can either get from a website or in person at the store.

If you're looking for something a bit different and adventurous, and have a bit of money saved, check in at your local travel agent's office. StudentFlights ([www.studentflights.com.au](http://www.studentflights.com.au)) has packages designed especially for students, but many travel agents have working holiday packages, whether it be teaching English or doing volunteer work.



*Sling on a backpack and combine a summer job with a travel adventure.*

You can also consider travelling around your own country. Backpack Around ([www.backpackaround.com.au](http://www.backpackaround.com.au)), Backpacker Tours ([www.backpackertours.com.au](http://www.backpackertours.com.au)) and The Job Shop ([www.thejobshop.com.au](http://www.thejobshop.com.au)) are among the resources available to provide backpackers with accommodation and employers—and your local travel agent may also have some ideas about this. The work may be anything from vegetable picking to washing dishes.

## NO WORK FOR YOU

Can't find a job? Well, that needn't be a reason to give up. You can still take part in activities that build skills and add to your resume.

Volunteering is one way to do this. It may not put the dollars in your pocket, but a stint of volunteer work shows prospective employers that you have commitment and willingness to do whatever you need to do—and demonstrates that you care about the world around you. It can also help you build skills and provide help to those who need it!

If that's a little too broad for you—if you'd like to hone a more specific skill—there are TAFE NSW courses you can investigate. If you're interested in bar work, for example, you could look into getting a Responsible Service of Alcohol certificate, or do a typing course if you're interested in administrative temping. TAFE NSW Plus courses are fast-tracked, short courses which provide training and may just give you an edge on your resume. You can also do some courses through TAFE NSW distance education program, OTEN, where materials are flexibly delivered.

Contact TAFE NSW for more information on short courses.

## WHAT ARE YOUR RIGHTS?

**If you've just started your first job, you may not know that you have certain rights—and responsibilities—in the workplace.**

Here are some common rights you might not know:

- You must be paid for any trial work you do.
- You should be paid for all hours spent working, including training, closing and meetings.
- If a customer walks out without paying or a till is short, that money cannot be taken out of your pay. Your boss can only make deductions from your pay with your written approval or if it is required by law.
- 'Cash in hand' wages—where your employer just pays you cash without any payslip, or any tax being deducted—are against the law. You can be paid your wages in cash, by cheque or by deposit to your bank account, but your employer must first deduct the relevant tax amount.
- You need to have, and provide to your employer, a Tax File Number. If you don't have one, you can apply at the ATO at [iar.ato.gov.au](http://iar.ato.gov.au) or by calling 1300 720 092.
- If you work five hours or more, you are entitled to an unpaid break.
- You should be rostered and paid for a minimum number of hours per shift.
- A legal document, called an award, sets out the minimum wages and conditions a worker must receive in that industry. Your boss can't ask you to work for less than the rate set out in the award.

For more information on your rights, visit the NSW Government's Young People at Work website at [www.youngpeopleatwork.nsw.gov.au](http://www.youngpeopleatwork.nsw.gov.au) or the federal Workplace Ombudsman website on [www.wo.gov.au](http://www.wo.gov.au). For information on award rates of pay and workplace agreements, visit [www.industrialrelations.nsw.gov.au](http://www.industrialrelations.nsw.gov.au) or [www.workplaceauthority.gov.au](http://www.workplaceauthority.gov.au)



## WEB HIT

[www.studentsolutions.com.au](http://www.studentsolutions.com.au)  
[www.studentedge.com.au](http://www.studentedge.com.au)  
[www.jobjuice.gov.au](http://www.jobjuice.gov.au)  
[www.juniorjobs.com.au](http://www.juniorjobs.com.au)



## THE PROCESS

### Your Resume

Employers aren't interested in knowing your life story. What they are interested in is whether you are capable of doing and learning to do the job you are applying for.

To this end, you should keep your resume brief and to the point. It should be no longer than one or two pages and contain only information that is relevant to the position. This should at least include:

- Your personal details – name, date of birth and contact details.
- Work skills. You may not have worked before, but have a typing speed of 80 words per minute, which would be relevant to, say, an office temp job.
- Pertinent employment history, if you have worked previously.
- Brief education details.
- Pertinent volunteer work, if you have completed any.
- Two or three referees, with names, positions, companies (if applicable) and contact details.

When drawing up a resume, you should create one master document with all of your information included. Then, when you apply for jobs, you should tailor your resume to suit each one, removing any information that is irrelevant to the job for which you are applying. Keep it clear and concise. If you are using tables, keep them consistent throughout. Use easy to read fonts, such as Times New Roman, and print only on white or cream paper. Do not include a photograph of yourself and a detailed list of your hobbies and interests.

### The Cover Letter

If you are answering a job advertisement, you should include a cover letter. As with your resume, this should be tailored to every position individually. And, as with your resume, keep it to the point. The role of the cover letter is to introduce yourself to the employer and convince them that you are the best person for the job. Don't tell them what you want from them. Succinctly address the advertisement's selection criteria, outlining why you will do a great job and simultaneously be an asset to their team.

### Interviewing

If you manage to score an interview, there are few things you can do beforehand to prep yourself.

If you have a friend, you can practise interviewing beforehand. Make sure that you know how to get there, that your clothes—business casual is probably most appropriate, but if in doubt, dress up—are selected and that you have everything you might need—references and certificates, for example—prepared the night before.

Speak clearly. Look your interviewer in the eye. Don't fidget. They sound simple, but an interview can be nerve wracking and you might find yourself jiggling your leg without knowing. The aim is to appear calm, confident and friendly. If you're not convinced you're the best person for the job, your interviewers certainly will not be either. And don't be afraid to ask them to explain if you don't understand something. Answer questions briefly (but avoid simple yes and no responses), without getting off track. Thank them for their time at the end, shake their hands and make your departure politely.