

Guide to...

Finding a

part-time job

HOME STUDENTS



INTRODUCTION

Working while you study is attractive to many students who want to support themselves financially. As well as earning money, gaining part-time work experience can benefit you in several ways:

- Develop new skills and enhance existing ones
- Learn about job seeking strategies and develop an awareness of recruitment and working practices
- Demonstrate you have experienced a professional working environment
- Enable you to meet and network with new people

Please note: The University recommends that undergraduate students work no more than 15 hours per week, so that you can keep on top of your studies and maintain a good work-study-social life balance.

Start by considering your criteria:

- What sort of roles are you interested in?
- How far can you travel? What are the time and cost considerations?
- Do you want to work throughout the year or go home for the holidays?
- Are you looking for a part-time role with regular hours each week or are you flexible?
- How many hours do you want to work?
- How much do you need to be paid (check [National Minimum Wage](#))?



WHERE CAN I FIND A PART-TIME OR VACATION JOB?

There are three key strategies you can use to help you find part-time or vacation work:

- Look and apply for advertised positions
- Apply speculatively to employers you would be keen to work for
- Tap into your networks and contacts to gain opportunities through word-of-mouth

ADVERTISED POSITIONS

Employers may advertise their part-time and vacation positions in several ways. When searching for advertised roles, follow these top tips:

- Sign up to email alerts on job websites that reflect your preferred role
- Keep a record of job websites you are signed up to and/or will regularly check for opportunities
- Use keyword searches and filters to find opportunities based on your criteria
- Save job descriptions for roles you apply for, so you have them to help prepare for interviews

MyCareer

We advertise a range of positions throughout the academic year that meet the [National Minimum Wage](#) (NMW). Organisations are keen to employ Bath Spa students, with many advertising year-on-year with us. Some of the most popular roles are on-campus opportunities, typically advertised early in the academic year. These offer flexible hours with a higher-than-average hourly rate. Login and search via [MyCareer](#).

Job websites

These include general vacancy websites and those aimed specifically at student opportunities. Examples include:

- [Indeed](#)
- [TotalJobs](#)
- [Fish4Jobs](#)
- [Jobsite](#)
- [Bath Jobs](#)
- [Employment for Students \(e4s\)](#)
- [Save the Student Jobs](#) (also includes money advice)
- [Student Job](#)

Company websites and social media

If you have an interest in working for certain employers, look at their company jobs webpage to check for advertised roles. Some companies also advertise part-time opportunities on their social media pages. Use hashtags to reflect what you are searching for (e.g. #parttimejob or #retailjobs or #bathjobs).

Recruitment agencies

Some employers use recruitment agencies to advertise, source and shortlist candidates. To find agencies use [Agency Central](#) (database of agencies) and [Recruitment Employment Confederation Directory](#) (where you can search for agencies by sector, e.g. hospitality).

Sector specific

Some job websites specialise in advertising roles for a specific industry sector and may advertise part-time positions. Use [Prospects Job Profiles](#) to identify if there are sector specific websites for career areas that interest you. Examples include:

- [Charity Job](#)
- [Jobs Go Public](#) (public sector)
- [NHS Jobs](#)
- [Arts Jobs](#) (visual/performing arts and heritage)
- [Eteach](#) (schools and education)

APPLYING SPECULATIVELY

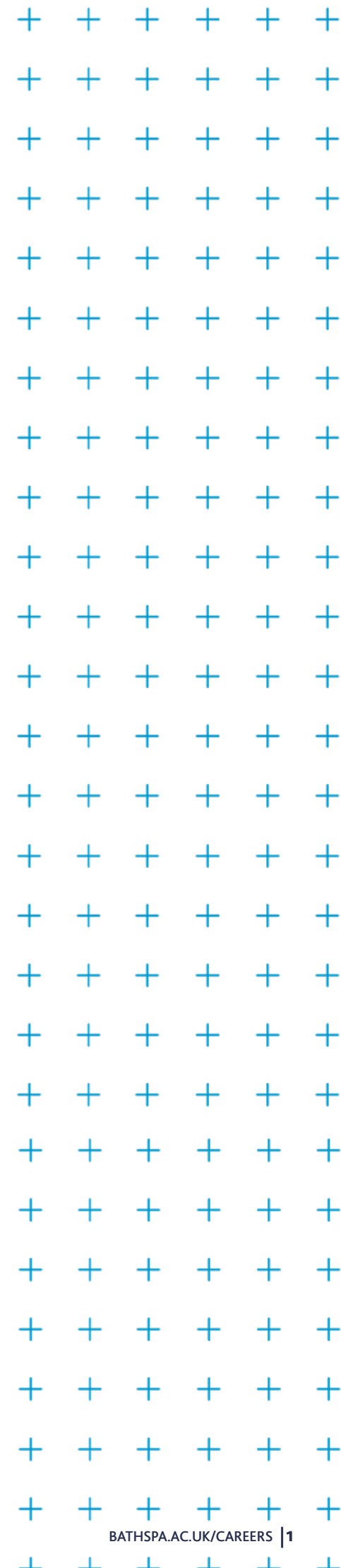
Many students find part-time work by approaching employers directly in the local area. Commonly, these roles include working in customer focused environments, such as retail, hospitality, or tourism. If approaching employers directly, make sure you have a CV and cover letter available that is tailored to the type of work you are looking for. Keep a note of who you speak to and follow up if you do not hear back.

CONTACTS AND NETWORKING

Given as many as 70% of jobs are not formally advertised, finding, and securing opportunities through your contacts and networks can be a useful strategy. Think about who you already know and speak to them about what type of opportunity you are looking for. If you have a summer job at home, ask your employer if they have opportunities near your university campus to enable you to transfer.

HOW DO I APPLY?

For part-time/casual work it is likely that you will be required to submit CV and cover letter, although some employers will require completion of an application form. Do ensure you tailor your documents to each individual role, providing evidence of relevant skills and experience, where possible. It is also essential that your documents look professional with clear formatting and that your content uses professional language.



EXAMPLE CV FOR PART-TIME/ VACATION WORK

Joanne Thomas

Tel: 07411 11111 Email: j.thomas17@bathspa.ac.uk

PROFILE

Keen to work part-time whilst studying for my degree in Creative Media Practice, I can demonstrate strong teamwork and communication skills that will add value to your organisation. Flexibility regarding hours worked, I intend to be Bath based during the holiday periods.

EDUCATION

September 2022 – Present, BA (Hons) English, Bath Spa University

Responsibilities: I sit on a committee of student representatives and staff members that aims to discuss and resolve student issues and requests.

Skills developed: Group work has enhanced my team working skills such as listening, negotiating and motivating others. As a course representative, I have developed my interpersonal skills in my liaison with tutors and peers.

September 2016 – June 2022, Burnside School, Cheltenham

A level: French (C), History (C), English (C)

GCSEs: 8 grades A-C including English Language (B) and Mathematics (C)

WORK EXPERIENCE

June 2018 - Aug 2022, Waterstones, Cheltenham, Books Sales Assistant

- Using an on-line database to search for and order stock, ensuring appropriate stock levels were maintained.
- Assisting customers in-store and on the telephone to help increase sales and meet monthly targets.
- Demonstrated good customer service, using problem solving skills when following up queries.
- Liaising with publishers and wholesalers to check availability of products and learnt to confidently use the computerised product classification.

Summer 2021, READ International, Cheltenham, Marketing Volunteer

- Helping the marketing team to promote the charities aims, to encourage more children to read within schools, developed negotiation skills when dealing with teachers and parents.
- Proof-reading, copying, packing, and posting promotional materials to schools in advance of events.
- Asking schools to donate their second hand/out of date books to schools in developing countries and coordinating delivery to central warehouse, involved team working and organisation skills.

INTERESTS AND ACHIEVEMENTS

- I play for the university football team and commit to regular training sessions and tournaments, which keeps me fit and has developed a sense of team spirit and achievement.
- Completing the Duke of Edinburgh Bronze Award in 2019 strengthened my perseverance and determination to succeed in challenges, through activities such as rock climbing and canoeing.

References available on request

EXAMPLE COVER LETTER FOR PART-TIME/VACATION WORK

14 Bath Road
Bath
BA1 2JP

Provide an up-to-date address for yourself.

Give the employers name, job title, company name and full address if possible.

Always include the date.

Give a reference number or job vacancy title.

NOT Dear Mr John Smith or Dear John, unless you already know him personally. If you do not have a named contact you can write Dear Sir or Madam.

Explain what you are applying for and that you are a student.

Highlight any relevant skills and experience you already have (including your degree, or volunteering).

Refer to anything you have enclosed such as a CV or application form.

Explain when you are available for work.

Finish in a friendly manner.

Where you start your letter with a named contact i.e.

Dear Mr Smith you finish with 'Yours sincerely'. If you start with Dear Sir or Madam you finish with 'Yours faithfully'.

Use plain language and keep to one side of A4. Proof read and spell check the letter carefully. Use UK not US spell check! Employers may reject applications that contain errors.

Mr John Smith
Staff Manger
Branson's Bistro and Bar
4 North Road
Bath BA2 1YZ

30 September 2022

Vacancy for part-time bar and waiting staff

Dear Mr Smith

I am a first-year student at Bath Spa University writing to apply for the above vacancy that you have advertised on Bath Spa University's MyCareer system.

As you can see from my CV I have gained considerable experience of customer service skills in both my part-time job at Waterstones and my Marketing Volunteer post. Although Waterstones is a very different environment from a bar and bistro, it is a very busy place to work and I often used my strong interpersonal skills to effectively deal with customers who had complaints. I was given responsibility for cashing up at the end of the day and was involved in stock audits, which considerably developed my attention to detail.

You will find that I am a sociable, outgoing person who is not afraid of hard work. I am available for work up to three evenings a week, including weekends but there is some flexibility if this does not fit in with your needs. I enclose my CV for your attention and I look forward to hearing from you.

Yours sincerely

Joanne Thomas

PREPARING FOR AN INTERVIEW ON BATH SPA UNIVERSITY CAMPUS

There are several services and departments at Bath Spa University that employ students by advertising on [MyCareer](#). In preparing for interview for such roles, take a look at example interview questions used by on-campus employers:

- Customer care is a big part of the role. What's your experience in the area and how can you help us improve our customer care? Have you dealt with difficult customers?
- We have to solve problems quickly, can you talk about your own problem solving strategies and tell us about a time you've solved a problem?
- What would you do if you were running late for work?
- Team work is vital for us. Please tell us about a time you've worked as part of a team. What was rewarding about it? What was challenging? And how did you meet those challenges?
- What skills and attributes could you bring to this role?
- Can you describe a time in the past when you have done something you are particularly proud of during paid or voluntary work?
- Can you tell us why you are interested in this particular post?
- Can you give an example of how you have worked without close supervision in a previous role?
- Finally, do you have any questions for us?

On-campus employers often provide the Careers Team with feedback about how students are performing at interview. If you want to make a good impression do:

- Turn up early and be well presented – this is an interview!
- Prepare questions to ask the interviewers at the end (but avoid questions you should know the answer to already if you had done your research and read the job description!).
- Provide specific examples that demonstrate your skills when asked, rather than talking vaguely or too broadly about your experience.
- Be honest if asked about your experience. Even if you do not have relevant experience, highlight your transferable skills.

Bath Spa Careers and Employability is here to help you get a great start to your career. We are open year round, so to find out more about how we can support you go to: www.bathspa.ac.uk/careers

As a student or recent graduate, *MyCareer* is your online portal for booking events, accessing appointments, submitting queries, and searching for jobs and placements.

You can also follow @bathspacareers on social media:
[Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#) | [Instagram](#)

Every effort has been made to ensure the information in this resource guide is accurate but we recommend that you check all details carefully.

The University is committed to the promotion of equality and diversity. If you require this publication in an alternative format, please go to *MyCareer* to submit a request via 'Questions'.

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