

Ask the Career Coach: One Year Out and Still Trying

It's been a year of part-time jobs since graduation. How do you present that on a resume?

By [Lisa Chenofsky Singer](#)

As appeared in MillburnPatch.com on May 11, 2010 (www.MillburnPatch.com)

Dear Career Coach Lisa,

It has been almost a year since graduation and I have not found a full time job. I have been piecing together a collection of part-time jobs. How do I present this on a resume?

JA
Short Hills

The fact that you have been working part-time jobs says a lot about your work ethics. Your willingness to juggle part-time opportunities can be more challenging than working one full-time position. Since you did not mention what types of part-time positions you are currently working on, can you piece together some consistent themes between the jobs that you are engaged in? A description may be something like this:

Professional Experience

J. A. Consulting, June 2009 to Present

Clients include: K-12 students, Working Parents, and Patients

- Tutor high school math, specifically algebra, geometry and calculus
- After school sports coaching for K-12 students specializing in tennis and baseball
- Part-time receptionist for a doctor's office involving computer support and medical billing

While most college graduates lead with their education, you may consider placing a "summary section" that states your education, your core skills along with your objective.

Highlighting your current work experience and internships/summer employment (assuming you have some) can serve to make you stand out among other graduates. Most employers look for strong verbal and written communication skills, honesty, integrity, how you relate to others, motivation and initiative. A strong work ethic with analytical abilities, technical knowledge and being adaptable to the ever-changing business environment is critical.

Think about how you have presented yourself on social media sites. Are you consistent in your message? Have you presented your experience stressing what skills you are building?

When you review the optional resume write up, the skills presented are interpersonal engagement with tutoring and sports coaching, trust of parents, receptionist—emphasizing your ability to interact with the public, computer support—stressing technical awareness, and the building of knowledge of medical billing. There is a collection of skills presented. Your internships and/or summer jobs can help enhance what you have been doing this year.

How you prioritize your continued job search will determine where you put your energy. Organize your time by creating a plan for yourself. As written in [Ask the Career Coach: Job Search Struggle](#), this plan should have set time periods for your weekly goals. It is important to track your progress. It is easy to get distracted or delay follow up when there are no deadlines or delivery dates. Internet research and job board searching may be done after business hours when you are unable to make your networking calls. Reference the multiple options laid out in the previous article.

Remember, this is a challenging job market and you deserve credit for piecing together opportunities in order to gain experience while earning some money. These part time opportunities are exposing you to various career paths that are developing your transferrable skills. Keep your options open and when reviewing opportunities, try to think about how it fits into your overall career objective. This will keep you on track.

"Ask the Career Coach" is a column dedicated to those who may be in transition or wrestling with a career dilemma by providing a forum for advice. We welcome your questions. Please send them to CareerCoachLisa@gmail.com.

Lisa Chenofsky Singer is a Millburn-Short Hills resident and the founder of Chenofsky Singer & Associates LLC. She offers Executive and Career Management Coaching and Human Resources Consulting, writes and speaks on job search and career-related topics. Her web site is www.ChenofskySinger.com.