

# STEPS TO SUCCESS

## SECURING A WORK STUDY POSITION

1 Visit the Financial Aid Website, to Apply and Determine Your Eligibility: <http://www.uiw.edu/finaid/wkpgeligibility.html>

2 If/When you receive Work Study on your Financial Aid Award Letter, you should then complete the online training and find the list of available positions. An optional Application Form is also available through Financial Aid, though each office may also have additional requirements such as a resume and/or office-specific application: <http://www.uiw.edu/finaid/wkpgjobdesc.html>

3 Consult with Career Services on resume creation and revision, interviewing skills, and how to determine what positions would be a good fit for you.  
(Call: 829-3931 or email: email: [careers@uiwtx.edu](mailto:careers@uiwtx.edu) to set an appointment.)

4 Using your newly revised resume and interviewing skills, apply directly to the office(s) for the positions that interest you. Be sure to consider the office environment and what your role would be in each position.

5 **START NOW!!!** Don't wait until school starts!  
The early bird gets the worm!

