

THE JOB SEARCH

ADDITIONAL TIPS AND TRICKS

THE JOB SEARCHING PROCESS – GATHER YOUR MATERIALS

CAREER PATH

Print or pull up your written career path so you can identify the specific positions and occupations within your field you will be searching for.

CAREER PLAN

Have your career plan available to help identify companies, organizations, and jobs that align with your professional goals to keep you on track.

RESUME / CV

Have your resume or CV document pulled up so you can compare it to job descriptions and easily tailor it to the positions you are applying for.

REFERENCES

Request professors in your major be a professional reference for you *at least two months* before graduating.

CONTACT PROFESSIONALS IN YOUR NETWORK

Your professional network and personal connections can be very helpful when job searching. Consider the following questions:

- Who do you know who is working with a company or organization you are interested in working for?
- What experienced professionals do you know who are working in your field? Who do they know?
- Do your family members know professionals in your field or at a company you are interested in?

FIND THE RIGHT JOB SEARCH ENGINES

LinkedIn <https://www.linkedin.com/>

Indeed <https://www.indeed.com/>

Glassdoor <https://www.glassdoor.com/>

Monster <https://www.monster.com/>

CareerBuilder <https://www.careerbuilder.com/>

Start with LinkedIn and Indeed first.

Use your professional network to connect with professionals in your field to inquire about jobs.

You can post your resume on these sites for recruiters and hiring managers to see. If you do this, make sure to keep your resume up to date.

OTHER JOB SEARCHING TOOLS

Career Fairs: Find some in your area and bring several paper copies of your resume to provide to companies.

Professional Conferences: Research ones on your field/occupation to grow your network and opportunities.

Connect with College Classmates: In-person and on LinkedIn to see what they are doing with their careers.

PROFESSIONAL REFERENCES

When you apply for a position, many recruiters or hiring managers will request a list of your professional references after the initial in-person interview has been completed.

FORMAT	<p>To maintain consistency, your reference list should be in the same format as your cover letter and resume or CV: same font type and size, margins, and heading.</p> <p>Each reference should include: the reference's name, title, company, and phone number or email address to be contacted.</p>
WHO	<p>Your references <i>should</i> be people who know your work ethic and character well.</p> <p>Your references <i>should not</i> be family members or friends.</p> <p>References may consist of professors in your program who you have worked closely with or who know your work well, volunteer supervisors, professional supervisor or manager from your part-time job, supervisor from your internship, etc.</p>
HOW	<p>It is vital you send an email to confirm your connection agrees to be your reference <i>before</i> sending their contact information to an employer.</p> <p>Send an email to your professional connection requesting they be a reference for you in your job search. Have them confirm the phone number or email address they prefer employer's contact them.</p> <p>If your reference works internationally, be sure to include their email address.</p>
WHEN	<p>Send an email requesting your connection be a professional reference at the beginning of your job search to allow time for them to respond.</p>
COURTESY EMAIL	<p>After someone has agreed to be your professional reference, always send a courtesy email advising them you have provided their contact information to the employer.</p> <p>Provide your reference with the following: the position title you applied for, a brief description of the position, and the company.</p>
THANK YOU EMAIL	<p>Whether or not you received a job offer, <i>always</i> send your references a thank you letter or email expressing your gratitude for their time and contribution to your job searching efforts.</p>

RESOURCE ON PROFESSIONAL REFERENCES

'Get Your References Together for your Job Search' – Kim Isaacs with Monster

<https://www.monster.com/career-advice/article/prepare-your-references>

OTHER JOB SEARCHING TIPS

MAINTAIN A DAILY PRESENCE ON LINKEDIN	<ul style="list-style-type: none"> → Share articles, quotes, or projects you are currently working on. → Join a new industry group and connect with people in the group to expand your knowledge and professional network. → Activity will help you stay on the radar of your professional connections. → Your professional connections will remember you when they are looking to fill a vacancy in their company.
FOLLOW UP	<ul style="list-style-type: none"> → After submitting your application, follow up with an email or phone call to the recruiter or hiring manager. → Following up with the employer directly shows initiative, dedication, and that you are genuinely interested in the position. → A follow up email or phone call can also draw attention to your application so recruiters and hiring managers look at your resume and cover letter more closely.
EMPLOYEE REFERRALS GET YOU JOBS	<ul style="list-style-type: none"> → Reach out to recruiters in a company you are interested in or that has a position you are looking to apply for. Request a brief 20-minute informational interview with them to discuss the company or be bold and send your resume for them to review. Recruiters are a great resource. → Search company websites for employees doing jobs or projects that interest you. Request an information interview to discuss their position and the path they took to get there.
TRACK YOUR JOB SEARCHING PROGRESS	<ul style="list-style-type: none"> → Use the 'Worksheet 5: Job Tracker' provided, search another online version, or create your own. → Schedule follow up communications with recruiters after applying for jobs and interviews. → Set a goal to apply for a new job every day and schedule this activity on your computer, phone, or physical calendar to hold yourself accountable.

ChatGPT Questions for the Job Search

See the additional document "ChatGPT Questions for the Job Search" in the student and mentor resource portals.

RESOURCES ON JOB SEARCHING

- '10 Job Search Tricks That Will Change Everything You've Been Doing' – Anna Runyan with The Muse
<https://www.themuse.com/advice/10-job-search-tricks-that-will-change-everything-youve-been-doing>
- 'Job Search Tips for Recent College Grads' – Amanda Augustine with Top Resume
<https://www.topresume.com/career-advice/college-grad-job-search-tips>
- 'Grads Guide to Getting Hired' – Kristine Kero with Learn How to Become
<https://www.learnhowtobecome.org/career-resource-center/grads-get-hired-guide/>