



Networking Tips for Job Seekers

Job Search and Networking

Why go to the trouble of developing a strong network?

Here are some approximate statistics from the 2019 edition of “What Color is Your Parachute?” by Richard Bolles. (*Highly recommended read*) For employers who post jobs on CareerBuilder and Monster, they have to go thru over 200 resumes to fill one position. For LinkedIn it is over 100 resumes. For people who apply thru the company website, it is over 30 resumes. For resumes that come in thru employee referrals, the number is a shade over 10. Which pile do you want your resume to be in?

How best to use your Network

Once you have developed this network. Use LinkedIn, Facebook or Grad Link to ID someone who works there. They can tell you about the job, including salary, possibly the hiring manager and then – most importantly - **ask them to send your resume directly to the hiring manager**. If you interview get every contact you know at the company to give you a reference. Employees may be eligible for a bonus of \$500 - \$2000 for referring a candidate that gets hired, so there may be something in it for them too. Only apply thru a company website as a last resort-

Internet Search Tips

Key factor – are you openly looking for a new position or are you in stealth mode – meaning you do not want your current employer to know you are looking? Tips below are prefaced with an S for stealth, O for open or B for both.

- O- Post your resume on Indeed, LinkedIn, Glassdoor, Korn Ferry, ZipRecruiter and Angel.co virtually every job posted on the internet ends up on one of these. (if you're in stealth mode the HR/recruiting team at your current employer may find your resume.)
- B - Clearance Jobs is a great resource if you are in any way considering maintaining and using your clearance after you ETS. As it takes over a year to obtain a secret, candidates with clearances are in high demand and getting premium pay. <https://www.clearancejobs.com/>
- O Make sure your resume includes a date you will be available for work and location if it is different than where you are now.
- O If you will relocate on your own or are able to have the Army move you with your ETS move, make sure that is on your resume and LinkedIn so potential employers know you will be able to move to their location without cost to them
- B - save a search agent on the same websites and SACCentral (See below) This will send you a daily or weekly email of all the new jobs that meet your criteria. If in stealth be careful, if you apply to any job thru these sites, the default is often post your resume and make it searchable.
- O - Ladders is not free but is OK, Monster and CareerBuilder good for <100K jobs



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- B - Set up broad searches with no geographical parameters to catch regional and national jobs.
- B – Also run a geographic only search for 50 miles of where you live or want to relocate for all jobs to see who is hiring and to catch oddly named jobs that may be a fit.
- B - Ping us if you need help with Boolean search strings.

Networking

- B – Before you engage with any employer or recruiter, make sure ALL of your internet/social media is presentable. Assume they will find it. Yes even where you have been tagged on Facebook, Instagram, Pinterest and whatever is next.

LinkedIn (All recruiters use this to find candidates)

- B – LinkedIn inmail messaging is clunky at best. 1st level contacts' emails are available. Lusha and Contactout are 2 free Google chrome extensions that may help you find a personal or corporate email address for a 2nd or 3rd level LinkedIn contact.
- B – LinkedIn offers military and veterans a one year free upgrade to premium. Gives you more fields to search. Available at <https://linkedinforgood.linkedin.com/programs/veterans/premiumform>
- B - You can reorder your grad and post grad education so that West Point still shows on the top, even if you have completed post grad programs.
- S - Adjust your profile broadcast settings so your current colleagues will not be notified of new groups you have joined, the new contacts you are adding and updates to your profile.
- O – Think about adding your home email and your cell # to the body of your profile if you want to be found.
- O – Consider adding something to the effect of Looking for/Seeking next role or Transitioning to your current title or summary.
- B – LinkedIn may “assign” you a large metro area like NYC. You can enter your exact home city and state. This will make it easier for recruiters/corporations to know that are within commuting distance to their office.
- O – if you are stationed somewhere other than where you know you will live after you ETS, make sure that location is mentioned in your summary or current position with an availability date.
- B - Have a professional looking headshot. No obvious selfies, half a girlfriend's head or hats. SMILE.
- B – Include some accomplishments from your resume, detailed job descriptions/buzzwords in your profile that match your target positions.
- B - Link with family, neighbors, military, grads, former and current colleagues and business associates. You can search for current or past companies and find people you used to work with.
- B - Search for last name = LION (LinkedIn Open Networkers) and “no IDK” (people who will not “I don't Know” you) at target companies and industries to expand your network.



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- B - Join groups that are targeted towards your proposed new job(s), the more members the better. You can join 100 groups. This allows you to communicate with people in the group – you can then reach out to thousands of contacts without using an inmail. Here are a few.
 - West Point Association of Graduates LI Discussion Group - closed group 18K members
 - Eagles' Executive Transition Assistance Network - closed group 8.3K members O-6 and above

Facebook – USMA Careers and Networking - <https://www.facebook.com/groups/499695043563836/>
This is a very active and closed group with 11.9K members. Many jobs posted, excellent networking opportunities and great tips from fellow grads. This is reason enough to have a Facebook account.

Grad Link – Find your Cullum # and access the same info on all grads you can get if you log into the AOG website. Easier to filter geographically, by class, cadet or current company and industry. Downloadable app for your cell – search for “WPAOG Grad Link” at the Google Play or Apple App Store. Accessible by PC at <https://community.evertrue.com/wpaog> Connect your Grad Link account to LinkedIn for more powerful searching and most current info.

Local West Point Societies

Find, join and participate in the WPS nearest your target location. They often have networking sessions to job fairs. Find them on our website in the footer.

Service Academy Career Conference (SACC) and SACCentral Job Board

Any USMA grad can view the jobs posted by SACC employers, without attending a conference. You will need your Cullum number (on Grad Link) to sign up here https://sacccentral-csm.symplicity.com/employers/?signin_tab=0

You may also consider attending a Service Academy Career Conference (SACC) Upcoming events are listed below. Details here <https://www.sacc-jobfair.com/>

Jacksonville, FL - March 28-29, 2019

Washington, DC - June 13-14, 2019

San Diego, CA – August 15-16, 2019

San Antonio, TX – November 14-15, 2019