

Job Search Tip-Sheet

Looking for a job or preparing to go job hunting? Here's some insider info that can help you land the job you want, with the right tools!



GET ORGANIZED

Before beginning a job search, organize a list of the following:

- Types of Jobs of Interest
- Career Level (entry, mid, senior)
- Job Type (full-time part-time, contract, permanent)
- Company Type (including size, culture, industry)
- Job location
- Factors of importance (salary, work-life balance)



THE INTERVIEW

- Dress for Success: First impressions matter, especially in an interview. Come to with clean and pressed clothes. Details matter: a watch is an important piece which shows an employer you are time-conscious.
- Arrive 10-15 minutes early to an interview. It'll calm your nerves and will allow you to gather your thoughts for the interview. This is a big deal for an employer, and it shows that you take your interview seriously.
- Prepare and ask questions in the interview. Ask what can make you successful, and history of the role. Never leave an interview without asking good questions (prepared beforehand).
- Send follow-up thank you emails to each person you've interviewed with. If you did not get their email addresses, you can typically ask the recruiter or assistant which set you up with the interview for their email addresses. If not, you can also message them via LinkedIn.
- If you really want the job, you need to demonstrate that to the employer! Do your research and come prepared.



GET NOTICED

- Use your LinkedIn profile to look into their Job Boards
- Online Job Boards / Company Website
- Referrals from a friend, mentor, or acquaintance. Note: this isn't an easy way in; put effort into all of the factors from the application through the interview process! If someone refers you, reflect their opinion in being a worthy candidate.



APPLICATION TIPS

- Always attach a cover letter indicating your interest and eligibility for the job. If you are under-qualified (which you should still take the risk and apply), explain the qualities and characteristics that still make you a competitive candidate.
- Monitor your LinkedIn profile and social media accounts. Run a Google search on yourself and be sure you like what you see (because a potential employer is sure to do the same)!
- Quality over Quantity; quick applications may seem like you've done a lot, but what really pays off is when you select a few jobs you really want and put effort into those applications.
- Don't yet have experience? It happens! Everyone needs to start from somewhere. If you don't have a ton of work experience yet, leverage your volunteer networks, get involved in your community, and join the board of volunteer initiatives to gain great skills and build your experience.
- Read, review, and revise your resume constantly. Go to your local university career center for a resume critique, or ask a friend to review. Make sure your resume doesn't have small grammar errors. One of the first things that disqualifies a potential candidate is a flawed resume.
- Application (in sequential order): The application forms listed below are materials to attach in an online application and also bring printed for an in-person interview. Bring a copy of your full application packet for each person you're interviewing with.
 - Cover Letter (physically sign this for the prospective employer)
 - Resume
 - Work Examples (if applicable)
 - Reference Letters
 - References (contact information)