strategies for

FINDING A JOB

REFLECT
- Reflect on your skills, experiences, values, and goals.
- What type of experience do you want? What can you offer an organization?

PREPARE

Research organizations that match your interests. Seek opportunities that would be a good fit.

Tailor your resume and cover letter. Talk to a Career Adviser about how to highlight relevant experiences.

Find three to five professionals who will agree to serve as references.

Participate in a mock interview with a Career Adviser to practice and gain feedback.

APPLY

Submit applications after multiple individuals have reviewed them. Make sure you carefully review the application requirements.

Update your references on the specific positions for which you have applied. Be sure to send them the job posting and your resume.

Follow up via phone or email after 1-2 weeks to inquire about your status with the search process.

EVALUATE

Whether you received a job offer or not, evaluate your process and what you learned. Look for ways to improve for next time.

Consider negotiating for the factors or compensation that you need to make the position work for your life.

Find the position and organization where you feel a fit.

Tell the Career Education Office where you landed your job!