### JOB SEARCH STRATEGIES

- Treat the job search like a full-time job, but combine strategies and resources for the best results.
- Tailor your application to each position, based on your company research & the job description.
- Create a way to track your sent applications: when you sent them, method of delivery, and follow up.
- Follow up with every application you submit (unless otherwise specified).

### SOCIAL MEDIA

- **Google yourself**
- **Update your privacy settings**
- Think about how you want to define your **professional brand**
- **Follow companies/professionals of interest & comment on their posts**
- **Set up a LinkedIn profile**

**Why?** LinkedIn is:
- The #1 social media site used by recruiters
- An online, extended version of your resume
- A way to create your portfolio
- A tool to connect you with alumni & professionals around the world

### NETWORKING

- **Assess your personal network:**
  - Friends
  - Peers
  - Family
  - Former Employers
  - Neighbors
  - Faculty/Staff
  - Alumni
- **Prepare your 30-second commercial** and tailor it to your audience
- Request an informational interview or the chance to shadow
- Participate in professional associations or community events to meet people in your field
- **Continue gaining experience while you apply for jobs:**
  - Volunteer or intern
  - Join a meetup or club
  - Take a free online class

### TARGETING YOUR SEARCH

- **Make a list of companies** that interest you
- **Think about:**
  - Geographic location
  - Cost of living
  - Industry leaders
  - Work environment/climate
  - Salary expectations
  - Who works there
- **Search openings on company websites**
- **Research and attend events** the organization will be hosting or attending
- **Send a targeted resume and cover letter** based on your research and the job description
- **Identify an internal contact** & conduct an informational interview

### JOB DATABASES

- **Use R-CareerLink databases:**
  - Jobs for Tars
  - Current Jobs in... Series
  - GoinGlobal
  - CEI Internships
- **Visit the Job Search page on the CLP site:**
  - Career-Specific Sites
  - Job Search Sites

### THIRD PARTY AGENCIES

- **Check the agency’s reputation** using the Better Business Bureau:
  - You should not be charged a fee for service
  - All related fees should go to the employer
- **Have a clear career goal**
- **Keep an open mind:**
  - Temporary/entry-level employment can "get your foot in the door"
- **Read contracts carefully before signing**