

Searching for a new job can be stressful, especially if you are unsure of how to begin. The following suggestions will help get your job search started; however, please see your Career Consultant for additional help in planning a successful job search strategy.

Self Assessment

- What interests you?
- What kinds of industries, businesses, and other organizations interest you?
- Which skills do you enjoy using?
- Which skills are your strongest?

Identify Targets

- In what types of industries would you enjoy working (small business, government, research, banking, retail, oil and gas, etc.)?
- Identify names of people connected with organizations you can contact.

Research Prospective Employers

- What are the purposes of the organization?
- What are its primary products and services?
- What is the nature of the position you are investigating?
- What are the skills required?

Informational Interviewing

- Interview people working in your field of interest.
- Questions to ask might include:
 - What do you like, or dislike, about working in this field?
 - Could you describe an “average” day in your profession?
 - Do you have recommendations for someone interested in this field?
 - Are there other people you would recommend that I contact?

Use Personal Contacts and Referrals

- Talk to people you know and develop new contacts through networking opportunities.
- Be careful not to misuse “networking.”
- Let **everyone** know what type of position you seek and when you are available to interview or work.

Develop a Résumé, Cover Letter and Reference Page

- Tailor your résumé to specific positions.
- Create a cover letter that highlights what you can do for the company or organization.
- Prepare a page of references in case a prospective employer asks for your references.
- Make certain a Career Services staff member reviews your job application materials.

Prepare to Interview

- Be available to interview on the telephone or in person.
- Develop a 60-second statement about yourself.
- Conduct detailed research on the employer with whom you'll be interviewing.
- Practice and obtain feedback prior to interview.
- Find the appropriate attire to wear during the interview. This usually includes a professional suit and shoes.
- Use Career Services as a resource. Through Mock Interview Days; mock interviews with consultants; and Interview Stream, a practice interviewing tool that uses a webcam, there are many opportunities to practice your interviewing skills before the interview.

Interview Effectively

- Wear the appropriate attire. Ladies: suit with pants or a longer skirt, a neutral colored shirt, closed-toe shoes, natural makeup, and minimal jewelry. Gentlemen: suit, white, grey or blue colored shirt, a professional tie, and minimal jewelry.
- If interviewing over the phone, pick a place where you will not be bothered. Also, have your résumé and job materials nearby to reference.
- If interviewing in person, arrive at the location at least 15 minutes early. Bring a portfolio that has paper and a writing utensil. Also, bring copies of your résumé and your references.
- Remember to be yourself, to act confidently and to smile!

Follow Up

- Send a thank you note immediately after the interview.
- If you are not offered the position, it is acceptable to write a letter to the interviews requesting feedback.