



Job Search Tips

Strategy – the Plan

- Timeline and time allotted
- Goals - daily, weekly, monthly
- Resources

Where Jobs are Listed

- Traditional media
- Websites and online listings
- Company websites

Networking: Where jobs are NOT listed

- Building alliances
- Networking is your best friend
- Networking is also for introverts
- Informational Interviews

Résumés

- Your first and maybe only impression
- Job seekers calling card – must have one
- Tailor to each specific position

Cover letters

- Introduces your resume
- Can be an email
- 3- 7 paragraphs – just one page

Follow up

- Phone calls, note cards, emails
- Just do it!

Job Search E-mail Standards

Email is a standard method in job searches and in submitting resumes.

In all communications:

- Employers expect you to check you email every day
- Employers assume you can copy, paste and attach documents to emails.
- Employers expect spelling perfection – even in emails.
- Have a simple email address rather than a cutesy or inappropriate one. Go to Gmail and forward it to your main email.
- Keep email messages short – they should always include:
 - a greeting (Dear Mrs. , or Hello Mr. X)
 - what the email is pertaining to, and if you have attached anything
 - action to take
 - email signature (your name) with contact info

When submitting a résumé

- Be sure to write a short paragraph or a full cover letter in addition to forwarding your résumé.
 - A short paragraph follows the above email format and let's them know you have attached your résumé.
 - A full cover letter is 3- 7 paragraphs and best if it is just one page.
- You can use an email for a full length cover letter – but you may also want to compose it in Word, save that document as a PDF and send as an attachment as well.

Safe Online Job Searching - Avoiding Scams

It is very important for you to educate yourself about potential scams. Here are some good tips that the job is probably fraudulent:

- The promise of a large salary for little work - with no experience required.
- Positions that ask you to give credit card, or bank account numbers, copies of personal documents, or to send payment by wire service
- Working from home – some are legitimate, but do research before applying.