Job Search

TIPS

* Ask for help when needed
* Manage your image on/off line
* Create a professional email address
* Change your resume to fit the position you are applying for
* Highlight key components of the job description and be sure your resume reflects those skills
* Phone interviews: Find a quiet place, have your resume available, smiling will come through your voice on the phone
* Remain confident and positive!

**STEP 1:** Assess Yourself and Identify Career Options

Places to begin:

* **Career Advising:** Meet with a Career Coach, attend Career & Internship Fair, attend on-campus interview, and update/create your JOBSs profile.
* **Search the Internet**: Visit careers.southernct.edu for suggested links and tips to increase your chance for success.
* **Department of Labor:** Visit your state jobs services office, in Connecticut; CT Works Center.

**STEP 2:** Develop Your Resume & Perfect Your Interviewing Skills

* View resume samples/tips in this handbook to revise your resume and meet with a Career Coach to get a 1:1 review of your document.
* Post your resume to JOBSs to be able to apply for certain positions.
* **Your *resume* can get you the interview, but your *interview* gets you the *job.***
* Schedule an appointment with Career Advising to do a mock interview
* Always dress professionally to an interview
* Review the interviewing section of this handbook will help you prepare.

**STEP 3**: Apply for Positions and Keep Records

* Set Goals, such as: how many resumes you will send each week, number of networking connections to contact each day, and how much time you spend each week finding positions you will apply for.
* Create a job search journal or excel spreadsheet: Record all positions applied for, documents sent, and contact person
* Treat all gatekeepers (receptionists, office assistants, and secretaries) with respect and remember information they gave you during any conversation

**STEP 4:** Monitor, Improve, and Stay Motivated

* Evaluate your progress and improve your resume, interviewing, and networking skills
* The demonstration of self-confidence, compatibility, high energy, and enthusiasm are key characteristics that hiring managers seek in new employees.
* Once you secured your new position, keep your resume up to date and remain in contact with your network.
* The job search process will continue as you apply for promotions and advance your career.