

JOB SEARCH STRATEGIES

Step 1: Identify a Job Target

Write your industries/fields of interest:

Write your positions of interest:

Not sure of your industry or position? Use the resources below to figure it out

Career Inventories with a Career Counselor

Work Values Skills
Personality Preferences Interests

HireJefferson - Browse job and internship openings

Go to: www.philau.edu/careerservices/
Click: HirePhilaU FOR STUDENTS or FOR ALUMNI

Search Tools

www.indeed.com | www.glassdoor.com | www.goinglobal.com

Occupational Outlook Handbook

<http://www.bls.gov/ooh/>

Resources by Major: www.philau.edu/careerservices

One page sheets supply a list of typical and atypical career paths associated with each major; links provided for major-related industries

Informational Interview

Informational interviewing is an excellent way to learn more about options in your field while building your network. Your goal is to obtain information about the field and their professional background by preparing a list of questions for your meeting. For more information see our [Informational Interview Guide](#).

Individual Career Consultation Appointment

Call (215) 951-2930 to schedule an appointment

Step 2: Prepare & Practice

Update your resume so it is targeted for the position/industry

Write [cover letters](#) to express your specific interest in the position and company

Get your [resume and cover letter](#) reviewed by the Career Services Center.

Identify a faculty member and former/current supervisor to serve as your references and ask them if they are willing to serve as a positive reference.

If you need a portfolio, make sure it is up to date, industry appropriate, and on your resume.

Purchase or borrow well-fitting industry appropriate interview clothing. Err on the side of caution and be more conservative in your dress and styling for an interview.

Practice and video record your responses to [commonly asked interview](#) questions so you can improve your presentation for the interview

Participate in a mock interview or attend an interview workshop so you are prepared to effectively communicate your skills and experience in an interview

Need help getting prepared?

Resumes & Cover Letters

<http://www.philau.edu/careerservices/resumeAndCoverLetter.html>

Walk-In Hours (Fall/Spring only)

Drop by during Walk In Hours:
Mondays / Wednesdays / Fridays: 10 a.m. - 1 p.m.
Tuesdays / Thursdays: 2 p.m. - 4 p.m.

Bring a printed copy of your resume.

Portfolio

Consult with your professors or other industry experts on what to include in your portfolio.

<http://www.philau.edu/careerservices/behancePortfolioGuidance.html>

Interviewing Guide

<http://www.philau.edu/careerservices/inc/documents/guideInterviewing.pdf>

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Step 3: Know Where to Look

HirePhilaU

Over 2,000 companies post positions on HireJefferson. They are looking for Jefferson candidates; this should be your first point for the job search. For log in, go to: <http://www.philau.edu/careerservices>

Job Search Sites -

philau.edu/careerservices/students/links.html
Browse through the **Comprehensive Job & Internship Sites**, the **Regional Job & Internship Sites** and the **Special Interest Sites**.

LinkedIn

Visit [LinkedIn](#) to search where other Jefferson alumni have gone to work. Go to www.linkedin.com/alumni.

Career Services Events

Browse through events on HireJefferson under the "Events" tab. Important recruiting and networking opportunities include Career Connections Fair, the Career & Internship Fair, and Design Expo.

Step 4: Locate the Hidden Job Market

Network, network, network!

"Only about 5-20% of all job openings are ever publicly known, which results in about four-fifths, or 70-85% of the job market being "closed." This means that it is difficult to find new openings unless one does some digging. Strategies for uncovering the hidden job market include **networking**." *Taken from the Job Seeker Glossary on Quintcareers.com*

Developing your network: Identify people who may have expertise in, contact with or knowledge of the field you wish to pursue. Examples include – Jefferson faculty, staff and alumni, immediate and extended family, friends, classmates, former employers and professionals in your field of interest.

Remember to *always* follow up with a thank you when you connect with a contact!

Create a LinkedIn Profile

[LinkedIn](#) is an online network containing over 300 million professionals from around the world and over 1 million companies. It is a great tool for finding and networking with professionals in your industry and obtaining company information. Once your profile is complete, be sure to join groups to connect with Jefferson alumni and recruiters.

Join a Professional Association

Locate and join a professional association [affiliated with your industry](#) (as a student member). Doing so provides direct access to industry information, networking opportunities, company directories and career listings.

Call/Email a Network Contact

Introduce yourself and provide some background information; explain your intention to discuss career opportunities with someone through an [informational interview](#). Arrange a convenient time to discuss prospects and industry information through a meeting or phone conversation

Campus Philly - <http://campusphilly.org/>

Nonprofit organization that fuels economic growth by encouraging college students to study, explore, live and work in the Greater Philadelphia tri-state region. Resources, events, jobs/internships, & more.

Step 5: Getting Organized

Use the chart below to develop a timeline for yourself as you begin or continue your job search.

Task	Target completion date
Step 1: Define & Clarify Job Target	
Step 2: Prepare a Resume & Cover Letter <ul style="list-style-type: none"> Review online materials and samples. Create a draft, obtain a critique, revise document, upload to HireJefferson once account is created 	
Step 3 (as needed): Prepare Other Materials <ul style="list-style-type: none"> Finalize portfolio, prepare writing samples 	
Step 4: Prepare a Reference List <ul style="list-style-type: none"> Identify 3 professional references: Reach out to each to ask permission and to discuss the goals of your job search 	
Step 5: Prepare for Interviews	
Step 6: Apply for jobs/internships with HireJefferson <ul style="list-style-type: none"> Post a resume, search internship and/or job listings, explore the On-Campus Interview schedule and Career Services events 	
Step 7: Create a LinkedIn Account & Effective Profile	
Step 8: Research Employer & Position	
Step 9: Send Resumes & Applications <ul style="list-style-type: none"> Apply to at least 5 positions per week Create a spreadsheet so you can track where and when you applied to positions so you can follow up within 2 weeks of applying 	