

JOB SEARCH STRATEGY

Page 1



At A Glance

- Research options and prepare for an interview
- Build your online presence to help you connect with employers you're interested in

1: EXPLORE OPTIONS

- Explore websites like the following: [vault.com](https://www.vault.com), [onetonline.org](https://www.onetonline.org), [bls.gov/ooh](https://www.bls.gov/ooh)
- Use the following resources to find contact information: BYU Connect, LinkedIn, Handshake, Career Shift
- Search these platforms to see what jobs are out there: LinkedIn, Handshake, Indeed.com
- Company websites will usually feature a careers page for mid-to-senior career professionals and are great resources

2: PROFESSIONAL PRESENTATION

- Use a professional email address to give to employers and put on your resume
- Clean up your social networking sites; employers will look at them... (Instagram, TikTok, X [Twitter], Discord, Snapchat, etc.)
- Identify three to five individuals who will serve as references and ask if they can provide a strong recommendation
- Record a professional-sounding voice mail greeting in case an employer calls
- Have your resume(s) and cover letter(s) reviewed at Career Studio; you can also use VMock for feedback
- Build your Handshake profile to include your work and volunteer experience, skills and relevant courses and projects
- Enhance your LinkedIn profile by building your network and following organizations of interest
- Develop a thirty-second introduction or "elevator pitch" for short encounters with potential employers and at career fairs

3: CREATE A LIST OF EMPLOYERS

- Research potential career fields: select companies, titles, entry level jobs and salaries that interest you
- Identify the top three geographic areas where you would like to live and work
- Research organizations, companies, small to mid-size firms, and government employment that might hire someone with your skills, interests, and background

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Page 2

4: INCREASE CONTACTS

- Conduct informational interviews with practicing professionals in careers of interest (reference our Informational Interviews handout).
- Join a national association representing your specific career field. Many have student chapters
- Develop a list of potential networking contacts—both employers and alumni. Use networking emails, LinkedIn and Handshake to stay in touch.
- Express gratitude by sending a thank-you letter to those who have helped you along the way.
- Attend employer panels, information sessions, workshops, and fairs
- Attend professional conferences in your field. A primary goal of conferences is networking
- Be active in clubs and student associations
- Attend department seminars and talk to the presenters

5: INTERVIEW

- Review potential interview questions and information regarding companies using resources such as Glassdoor
- Use resources on our website, such as Big Interview, to host mock interviews with your Career Director
- Evaluate your options with your Career Director after your interview
- Send thank-you letters or emails after every interview
- Use AI to paste the job posting into the prompt and ask it to return Top 10 interview questions based on the job posting

6: NEGOTIATE

- Negotiate a starting salary and benefits package after you receive a job offer.
- Learn how to negotiate by visiting with your Career Director.