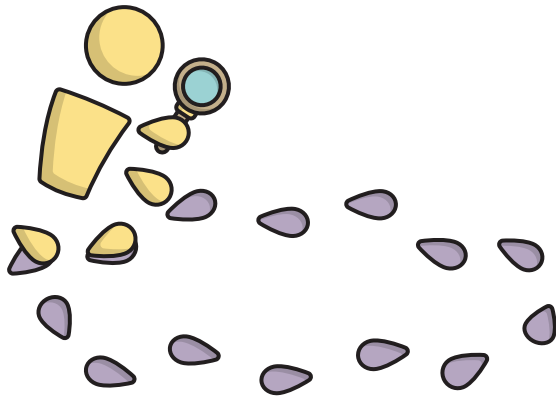


# Job Search Strategy



## AT A GLANCE...

- Follow these seven steps to make your next job search easier.
- Use these tips on how to research options and prepare for an interview.
- Build your online presence to help you connect with employers you're interested in.

## SEVEN STEPS

Your job or internship search doesn't have to be hard. Below are steps you can take to guide you through the job search process. You can also use the resources at the Career Studio and meet with your Career Director to find and use even more resources. **Start off with making small goals**, such as doing two or three of the suggestions below daily, and you'll be on your way in no time!

### 1: EXPLORE OPTIONS

- Learn about career options using graduate data, job postings and job searching tools (see resources section below).
  - Write down your personal strengths, skills, interests, and value. Practice articulating how they will solve problems for employers.
- Meet with your Career Director.

### 2: PROFESSIONAL PRESENTATION

- Use a professional email address to give to employers and put on your resume.
  - **Prepare a portfolio** or work samples to highlight your skills, talents, and experiences as necessary.
  - **Review your social networking sites** (ex. Facebook, Instagram, Handshake, etc.) and be comfortable with the image they portray.
  - 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.
- Prepare your **online networking presence** via LinkedIn and Handshake using features like recommendations and project details to help you stand out.
- 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: job titles, typical industries, entry-level jobs, and their associated salaries.
- Identify the top three geographic areas where you would like to live and work.
- Research various organizations, companies, small to mid-size firms, and government employment that might hire someone with your skills, interests, and background.

### 4: IDENTIFY CONTACTS

- Conduct informational interviews with practicing professionals in careers of interest (see resources section below).
- Join a national association representing your specific career field.
- Check BYU Handshake and other online job posting sites frequently for career/internship opportunities.

- Attend employer panels, info sessions, workshops, and fairs.

### 5: RECRUIT ADVOCATES WITHIN COMPANIES

- Develop a list of potential networking contacts-both employers and alumni. Use **networking emails** and business-related media outlets such as LinkedIn and Handshake to stay in touch.
- Send a resume and cover letter to all employers of interest, regardless of whether a position is posted. Express your interest, by **following-up** with a phone call or email.
- Send **thank-you letters** for services rendered on your behalf and for any assistance received.

### 6: INTERVIEW

- Review potential interview questions and information regarding companies using resources such as Glassdoor.
- Send thank-you letters or emails after every interview.

- Prepare for interviews by using resources on the University Career Service website, such as Standout or Big Interview, and complete a mock interview with your Career Director.
- Review the results of your actions with your Career Director to adjust your career search plans.

### 7: NEGOTIATE

- Negotiate a starting salary and benefits package after you receive a job offer.

- Learn how to negotiate by visiting with your CareerDirector.