

YOUR SUCCESSFUL JOB SEARCH

SOME FACTS

- Nearly **80%** of available jobs are **not advertised**, creating a "hidden job market."
- Nearly **half** of all job connections are made through **personal networking**.
- Your ability to **market yourself** is **key** to an effective job search.

I. GETTING STARTED

Before looking for jobs, think about your goals, abilities, interests and values. This will help you market yourself more effectively and demonstrate why you should be hired.

A. Personal Interests

- What **interests** do you pursue in your leisure time?

B. Academic Interests

- What **courses** have you found most challenging?
 - Least interesting?



C. Career or Academic Goals

- What are your **career goals**?
- What **occupations** interest you?



D. Work Values

- What **motivates** you to work to the best of your ability?

E. Skills and Characteristics

- What **skills** have you developed through your education, work, experience, or activities?

II. PREPARE YOUR JOB SEARCH TOOLS

Important tools which will help you in your job search:

- **Resume** (You may need two different ones)
- **Cover Letter** (The most challenging part)
- **Copies of Transcript** (Cardinal Station)
- **Writing samples**
(For more information see Career Services' Website)
- **Portfolio** (Architects, graphic designers, etc.)
- **Wardrobe** (See Career Services' Website and Interview handout)



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III. THE 3 WAYS TO SEARCH FOR JOBS

1. PURSUING ADVERTISED JOB OPENINGS

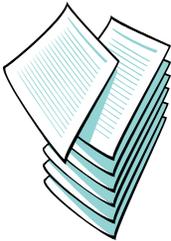
There are many websites and places that advertise job listings for occupations in every job field. Since these websites and job listings change frequently, refer to Career Services' website for an up-to-date list of websites and places.

2. PURSUING UNSOLICITED JOB INQUIRIES

How do I make contact with an organization that does not advertise it's jobs?

A. START with a PHONE CALL

- Contact the employer directly to request an appointment to discuss opportunities within their organization or call to find out who can give you the information you need.



WHAT should I SAY when I make that call?

Example:

"Hi! My name is ___ and I'm a senior at The Catholic University of America. I would like to know the name of the person I can talk to regarding (type of) professional employment opportunities within the ___ Corporation."

B. What if the employer is NOT HIRING?

- Ask if them when they would recommend getting back, and if they would like a copy of your resume anyway.

C. What if I "DROP" into the organization?

- This is not a highly recommended strategy. But if you do, make sure you dress as if you were going there for an interview.

D. Will doing a BULK MAILING of RESUMES and COVER LETTERS get me a job faster?

- While you may feel more productive sending out multiple resumes and cover letters at once, **this method tends to be much less effective than others.** Tailor your resume and cover letter to the each organization.

3. PURSUING UNADVERTISED OPENINGS: **“NETWORKING”**



What is networking? How can it help me?

Networking is talking with others in formal and informal settings and obtaining information that will assist you in your job search. **NETWORKING IS CRUCIAL** to students of all majors looking to obtain jobs which are not advertised

To establish **Your Network** consider the following:

A. WHO can help me in my CONNECTING WITH OTHERS?

- Family, friends, neighbors
- Social gatherings
- Professors, staff members, advisors
- People you have met during internships and volunteer work
- Alumni networks

B. WHAT should I tell them about MYSELF?

- Tell them information about your experiences, achievements, and particular interests you have in that field.
- The people within your network may eventually recommend you to a colleague, or even hire you themselves

C. What INFORMATION can I GAIN from my network?

- Request information about the field in general or about a particular organizations
- Ask if they know of other people that you could meet or talk with
- Ask what they think about your job qualifications

D. HOW do I keep in CONTACT with my network?

- Send a letter thanking the person for his/her time
- Periodically inform the individual of the progress you have made in your job search
- Keep a list of everyone you talked to and the information they provided you

IV. THE JOB OFFER



You have RECEIVED a job offer

Before accepting a job offer, review the situation carefully:

- Do you need further classification about the position?
- Do you need a few more days to consider the offer?

NO RESPONSE from the Employer?

- It is appropriate if you do not hear from employers within the time period specified to contact them.
- Call the employer, explain your situation, and ask about the status of your candidacy for the position.

WHAT is the proper way to ACCEPT A JOB OFFER?

- Once you have accepted employment with a particular organization, it is appropriate to write a letter acknowledging your acceptance of the position and your understanding of the terms of employment (starting date, salary, etc.)
- Also take time to notify the other employers with whom you have interviewed of your decision.

GOOD LUCK!

And don't forget to call upon Career Services staff if you need assistance.