

Job Search Tips

**Century College Career Services
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According to the U.S. Department of Labor, Bureau of Labor Statistics eighty percent of available jobs are never advertised, and over half of all employees get their jobs through networking. This means that when starting a job search you need to be careful not to put all of your eggs in one basket. It is important that you educate yourself on all of your options and conduct a broad, and thorough, job search.

First Step

Before starting your job search you will want to first make sure that you know yourself and what you are looking for. You need to understand what your interests are and what motivates you. You also need to have a clear understanding of what your skills and talents are and how to best market yourself. It also helps to talk to friends, family and co-workers to get feedback on what they think are your skills and attributes. Understanding how others view you may be helpful in developing who you are as a professional.

Once you know who you are and what you are looking for in a career, make sure that your resume accurately reflects this and you are on your way to begin your job search!

Second Step

The following methods are very important to consider when starting your job search. It is important not to rule out any option for getting the word out about who you are and what type of job/career you are looking for:

- Personal Contacts
- College Career Services/Career Counseling/Career Placement Offices
- Employers
- Classified Ads
- Internet Resources
- State Employment Offices
- Federal Government Jobs
- Professional Associations
- Community Agencies/Organizations
- Employment Agencies
- Career Consultants/Head Hunters

Personal Contacts-

Networking is probably the most important tool you can use in your job search. Letting your friends, family, co-workers and acquaintances know about your job search only opens more doors. You never know who they know and as the news spreads how it might lead to job opportunities that aren't public knowledge. It is important to continually build your number of personal contacts by getting involved in professional and community organizations, volunteering, participating in activities in college, etc.

College Career Services/Career Counseling/Career Placement Offices-

Your Career Services/Placement office on campus can be a great resource. These offices offer assistance with resume and cover letter writing, job searches, interviewing tips, contacts to alumni and local employers including on-site recruiting, job postings, etc... In addition to Career Services, Career Counseling is a great place to start if you aren't sure what type of career you are looking for. They offer several career assessments, as well as one-to-one guidance to assist with your career path.

Employers-

It is a good idea to research employers and make a list of the top potential employers in your career field. Visit each of their websites to find out more about the company and if they list their current job openings. Most companies are also open to informational interviews allowing you to make an initial contact with them, explore what they may have to offer you and if you think you might be a good fit for their organization. Many times you will be able to interview with someone from a department specific to your interests and skills which gives you a personal contact that you may be able to utilize throughout your job search. Keep in mind that an informational interview is just that, a chance to learn more about the company, not an interview for a job.

Classified Ads-

Keep in mind that many available jobs are never listed in the classifieds either in the newspaper or online. However, you may find some interesting prospects in the classifieds and choose to apply for a position this way. If you do, keep in mind that usually ads supply limited information about a job and employer. You might be able to find out additional information by visiting the companies website. You may also be able to find out the name of the person to send your cover letter and resume to the attention of by calling the Human Resources department to inquire about the position.

Internet-

The internet is a great resource for finding out about job openings, company information, career trends and information to assist you with your job search. The Century College Career Services office and website has a list of valuable internet resources to assist you with your job search. Be sure to check them out! In addition there are several job databases like Monster.com, CareerBuilder.com, etc... You will most likely need to do some research and visit a few sites to find what you need to tailor your job search.

State Employment Offices-

State employment offices provide information on jobs to both job seekers and employers within your state. They also provide information on workforce related issues, employment trends and statistics and resources. Here are some of the resources for Minnesota: www.iseek.org, www.mncareers.org, www.mnworks.org/, www.deed.state.mn.us/lmi/Home.htm and www.mnwfc.org.

Federal Government-

The federal government is a great resource for employment opportunities within government agencies. For more information go to <http://www.usajobs.opm.gov> .

Professional Organizations-

Not only do many professional organizations have information regarding employment, career planning, job listings and job placement, but they are also a vital component to your networking

system. Employers look favorably at candidates who are involved both professionally and within their community. It shows versatility, dedication and commitment. Checkout professional organizations within your career field and try to get involved on, at the very least, a local level. Your involvement will pay off in many ways, including the contacts you may make along the way. You never know when you might meet someone who will be able to connect you to your next job. Keep all of your options open!

Community Agencies/Organizations-

Just as it is important to be involved in organizations within the realm of your career field, it is also important to get involved within your community. Volunteering is not only rewarding in that it gives you the opportunity to give something back; it can also benefit you in many other ways as well. Again, this is an opportunity to build those networking contacts. Whether it is your local church, community center, athletic association, rotary club, toastmasters, youth organizations, you name it, it is time to get out there and get involved!

Employment Agencies-

In addition to your local workforce centers, there are several private employment agencies out there. You may find them helpful in assisting you with your job search, but be aware that their services aren't free. Private employment agencies are a for-profit business. If you feel it is worth the investment you may find them to be very helpful and another option for your job search game plan.

Career Consultants/Head Hunters-

Just like the private employment agencies, most services from career consultants and head hunters don't come free. However, when searching for a job in many professional career fields, these experts often times come in handy because of their connection to employers within the industry. Do your research and know what you are getting for your investment.

Third Step

Now that you have explored all of the possible avenues to get your resume out there and noticed, it is time to dive in!!! Make sure that you keep an accurate record of all networking contacts made, resumes and cover letters sent/posted, and any other correspondence related to your job search. Also be sure to follow through with everything! If you meet someone at a social sponsored by a local professional organization be sure to follow-up with a quick note, email or phone call to let the person know you enjoyed the opportunity to talk with them and hope to connect with them again in the near future. Always send a thank you note after an interview. Keep it brief and to the point, but always send it and try to make it personal. Stay organized and evaluate your progress. Track what works and what doesn't. If it seems that you are getting interviews but not job offers then take a closer look at your interviewing techniques. If you are sending out hundreds of resumes and not getting any results, re-evaluate both your resume/cover letter and your job search strategies. If you track what is working and what's not you'll be able to fine tune your approach for better results.

Fourth Step

Never give up!!!! Keep a positive attitude and remember that you are your best advocate!
Good luck!

For more information visit us at:

www.century.edu/careerservices