

Job Searching

Starting a job search can be a structured process.

1. Self-Assessment:
 - a. Identify your skills, strengths, and interests.
 - b. Clarify your career goals and the type of work you're seeking.
 - c. Examples of Technical, Soft, and Transferable Skills
 - d. Refer to our **Knowing yourself** page for further reflection
2. Resume and Cover Letter Preparation:
 - a. Update your resume, focusing on relevant experiences and achievements.
 - b. Craft a strong, tailored cover letter that complements your resume.
 - c. Refer to the next drop down menu on **Entering Your Career** for further information and resources
3. Online Presence:
 - a. Ensure your LinkedIn profile is complete and showcases your professional achievements.
 - b. Clean up or adjust privacy settings on other social media platforms.
 - c. Refer to the LinkedIn Section on **Entering Your Career** for further information
4. Networking:
 - a. Attend industry events, networking functions, and online forums.
 - b. Connect with professionals in your field on LinkedIn.
 - c. Refer to the Networking Section on Entering Your Career for further information
5. Job Search Tips:
 - a. Define your job search strategy, including the types of roles and industries you're targeting.
 - b. Set realistic goals for your job search.
6. Job Search Platforms:
 - a. Utilize job boards, company websites, and industry-specific platforms to search for job openings.
 - b. Set up job alerts for specific criteria.
7. Professional Development:
 - a. Identify areas for skill development or enhancement.
 - b. Consider obtaining relevant certifications.
8. Application Process:
 - a. Tailor your resume and cover letter for each application.
 - b. Follow the application instructions provided by employers.
9. Networking Outreach:
 - a. Reach out to your professional network for advice, information, or potential job leads.
 - b. Attend networking events and express your interest in opportunities.



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10. Informational Interviews:

- a. Request informational interviews with professionals in your target industry.
- b. Prepare questions to gain insights into the industry and potential opportunities.

11. Company Research:

- a. Research companies of interest, understanding their values, mission, and work culture.
- b. Identify potential employers where you would like to work.

12. Create a Tracking System:

- a. Develop a system to track your job applications, networking efforts, and responses.
- b. Stay organized to manage follow-ups and interviews.

13. Prepare for Interviews:

- a. Practice common interview questions.
- b. Research common interview formats and prepare accordingly.

14. Apply Strategically:

- a. Apply for positions that align with your skills and career goals.
- b. Prioritize applications based on your preferences and qualifications.

15. Follow Up:

- a. Send thank-you emails after interviews.
- b. Follow up on applications if you haven't received a response within a reasonable timeframe.

16. Stay Positive and Persistent:

- a. Job searching can take time, so remain positive and persistent.
- b. Learn from each experience and adapt your approach as needed.

17. Adaptability:

- a. Be open to adjusting your job search strategy based on feedback and results.
- b. Consider opportunities that may not align perfectly with your initial expectations.

Remember, job searching is a dynamic process, and flexibility is key. Regularly evaluate and adjust your approach based on feedback and results to increase your chances of success.



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