

## Conduct Your Job Search

During your senior year, you will start your job search. If you have been fortunate enough to complete an internship, there is a chance that you may already have an idea for where you would like to work. If you did not complete an internship, there are still a number of ways for you to learn about regional, state, and national job opportunities. Avoid feeling overwhelmed or frustrated by creating a plan for how to successfully **locate job openings** and submit your application materials. Below are some tips to help you create the job search plan that is right for you.

- Consider the specific areas in business or government that you would like to pursue and identify any **revisions** you should make to your **resume** to best reflect the skills or experiences most desired in each. If you are not exactly sure what kind of job you would like to pursue, consider developing multiple versions of your resume that you can easily modify for particular job opportunities you locate.
- Use all resources to locate job opportunities. If you know that you want to work locally, you **must** take advantage of all **networking experiences** available to you throughout your time on campus. A personal connection to someone in a position to make hiring decisions is among the most valuable you can encounter. Try to establish these connections early and work to make yourself competitive for job opportunities that might present themselves as you approach graduation.
- Refer to the **list of companies** you identified during your internship search, and regularly review their jobs/HR sites for updated job announcements.
- If you are interested in relocating for a job, use online job search resources like LinkedIn, Indeed, Glassdoor, and Career Builder. In addition to listing job ads, these sites may also provide you background information about the hiring companies themselves.
- Review the list of regional, state, and national job search resources available on the CECE site ([bit.ly/2VOj2f5](http://bit.ly/2VOj2f5)).
- Regularly review the job listings available in **Handshake**.
- Regularly review all **job listing sites** that interest you so that you can be aware of new opportunities. On those sites that offer the feature, be sure to sign up to receive email notifications, so that you can learn about new job postings in your specific areas of interest as soon as they appear.
- In many cases, a job ad will request both a **cover letter and a resume** from applicants. Use the cover letter as an opportunity to highlight your experiences that relate specifically to those identified as important in the ad. Review the list of required or desired attributes; if you have any of the attributes listed, specially call them out in your letter. Does the ad state the company is seeking someone who is detail-oriented with excellent communication skills? Do you have one or both of those attributes? If so, be sure to note that in your cover letter, and use this as an opportunity to bring attention to what could potentially be overlooked in your resume. Before you submit your completed application, schedule time with a mentor, an advisor, the BPA Internship and Career Development Coordinator, or CECE to review your draft, if time permits.
- As you begin applying for jobs, consider which **individuals you will ask to serve as a reference** for when you get to the interview stage. In some cases, it will be helpful to ask individuals who have a personal connection to the individual(s) involved in making the hiring decision. In other cases, it will be important to ask individuals who have been in a position to have evaluated your work through some form of supervision. Consider asking, for example, a work/internship/volunteer

experience supervisor to serve as a reference. Professors are able to speak on your course performance and may also serve as a reference. Be sure to speak with your mentors or advisors to ask their advice about the best way for you to proceed in selecting references.