# Job Search Guide

## *What are recommended actions for landing a job?*

1. Prepare a ***Resume***

2. Write a ***Cover Letter***

3. Consider Creating or Updating a ***LinkedIn Profile***

4. Look for Job Openings. We recommend a multi-faceted approach.
   - Start with ***Handshake***, an online platform for students and alumni where employers post job openings.
   - Use job aggregators like Google Jobs or Indeed. These search engines compile job postings from numerous online sources. The keywords you use to search matter. Diversify your search terms to yield different results. You can also save searches and follow companies to be notified of new jobs.
   - There are industry specific job boards that will show jobs for your particular interest.
   - Some companies only advertise their open positions on their website, so check out company websites too!
   - Speak with a Career Educator for additional job platforms related to your field. If something looks like a ***scam***, it might be! Feel free to ***contact*** our office with questions.

5. ***Make Connections***. Statistics show that candidates with a personal connection within an organization are almost 10 times more likely to receive an offer.

## *How can I organize my job search?*

It can be helpful to organize your search to ensure you do not miss deadlines and to keep track of what each application entails. Consider using a table, like the one below, for organization.

| | | |
|---|---|---|
| Company | Position Title | Link to Job Posting |
| Location | Application Deadline | Application Link |

## *What are some helpful tips to keep in mind while I search for a job?*

1. Attend ***Events.*** You can build relationships with potential employers by meeting them.
2. Get clear on your priorities. What really matters to you? Consider locations, salary, job type, responsibilities, organizational culture, etc.
3. Create "job search times" in your calendar with goals/assignments weekly. Having a set structure can help with progress and motivation.
4. Tailor your ***resume*** and ***cover letter*** to each job posting. Employers spend an average 7 seconds per resume for a first look and they need to quickly see a clear match between your skills and their job description.
5. Bias and discrimination are real and they happen in the job search. If you feel you are being discriminated against, ***learn about your rights*** as a candidate to decide if you want to take action against an employer or take your job search in a different direction.
6. When you find a job posting that you plan to apply for, save the job description. Postings are usually taken down after an application deadline, but having the job description is helpful when preparing for an interview.
7. Expect your job search to take time and to include frustrations. Rejection and nonresponse from companies is normal. Exercise patience with yourself and others.
8. It is acceptable to follow up with a company if you have not heard back. We recommend following up two weeks after you applied.
9. ***Connect with others.*** One way to meet people within an organization of interest is to find them on ***LinkedIn*** and ask to learn more about their career and where they work.

### *What to do when I get an interview?*

Be prepared for ***interview*** questions. Attend a ***drop-in session*** to find out how to prepare for an interview and consider scheduling a mock interview appointment.

### *What to do when I receive an offer?*

When you receive an offer, don't just sign it without trying to ***negotiate*** the terms first. Employers expect candidates to negotiate, and doing so can have a tremendous financial impact on your career in the long term. Communicate the main strengths you bring to the organization and keep all your emails and conversations positive and hopeful during this process. If you want to help understanding a contract, ***Student Legal Services*** can provide this for current CSU students.

The Career Center can help you with job search questions and other career topics. Check out our website to access ***drop-in hours and appointments***, or call 970-491-5707