



Elements of a Successful Job Search Strategy

Tools:

- Do you have an updated resume with a relevant objective or profile?
- Is your cover letter relevant to the employment you are seeking?
- Do you have a list of various job titles, related to the position you are seeking?
- Have you received approval from the individuals you asked to be your references? Is your reference list typed?

Scheduling and Tracking:

- Have you set up a weekly schedule for your job search activities, designating time for specific steps, (viewing new openings on targeted websites, networking, applying to leads, attending career fairs)?
- Do you have an Excel spreadsheet to track your job search activities, (resumes sent, follow-up dates, interview dates, individuals contacted)?

Handshake and LinkedIn:

- Is your Handshake Profile up to date with your work experience, courses, and projects listed and your interests, roles, and locations identified?
- Have you uploaded your most recent resume to Handshake and added a professional photo to your profile?
- Are you connecting with faculty, administration, internship supervisors, peers, and other connections on LinkedIn?
- Is your LinkedIn profile complete and do you have a professional photo uploaded?

Research:

- Do you read relevant industry or trade journals to stay current in your field?
- Do you prepare for interviews by conducting appropriate company research prior to each interview? Are you conducting employer research?
- Have you reviewed the websites for key companies in your field?
- Are you aware of the average salary for the geographic area and position level you are seeking? Do you have a list of relevant salary websites?

Communication Skills:

- Are you comfortable interviewing?
- Have you considered potential answers to some of the most commonly asked interview questions, (Tell me about yourself, what are your strengths and weaknesses)?
- Did you schedule a mock interview with the Career Center for practice?
- Do you need additional interview coaching, and want to consider consulting additional career resources/books to hone your skills?
- Have you been sending thank you notes after interviewing?

Ongoing Evaluation and Assessment:

- Is your interview attire appropriate for the industry where you are seeking employment?
- Are your cover letters and resume getting you in the door for interviews?
- Are you being called back for second interviews?

Ongoing Communication:

- Are you staying in touch with your mentors, professors and contacts? Have you shared with them your most recent resume? Do you send them a quick email periodically, updating them on your job search progress/activities?