**GOAL:** Develop a strategy for conducting a successful job search

- Searching for a job IS a job!
- The job search process can be overwhelming, but breaking it down into smaller steps makes the process easier and increases your opportunity for success.

Step 1-Think about YOU: I have …
- Identified my personal strengths and skills.
- Made a list of possible job titles/fields that interests me or I do not like.
- Identified what is important to me: workplace environment, team/independent work, geographic location, salary, work-life balance, etc.
- Identified two or three careers/jobs I plan to pursue.
- Identified and continue to build my professional network.

Step 2-Know where you want to work: I have…
- Researched organizations or companies that might hire someone with my skills, interests, & background.
- Researched potential career fields: typical entry-level jobs, salaries, best geographic location, etc.
- Identified top three geographic areas where I would like to live and work.
- Identified 10 potential employers for the type of work I am seeking.

Step 3-Get ready for the search: I have…
- Set up my FREE account at REDHAWKjobs.com
- Had my resume and cover letter(s) reviewed by a professional in the field or Career Services staff member
- Prepared a portfolio or work samples to highlight my experience, skills and talents.
- Developed “30 second elevator speech” for short encounters with employers.
- Analyzed my education and developed my “story” for employers.
- Identified three individuals who will serve as references.
- Developed my interview skills.
- Prepared for interviews by practicing responses to typical questions and/or doing a mock interview.
- Purchased/have an interview outfit appropriate for the field for which I plan to work.
- Set up a professional-sounding answering machine/voice mail message in case an employer calls.
- Set up a neutral/professional e-mail address to give employers.

Step 4-Start searching: I have…
- Conducted informational meetings with individuals in the field I plan to work to find out more about the job and the path to the position.
- Customized resume to highlight the specific skills/qualities the employer seeks for each position that I am applying.
- Uploaded resume(s) to job search websites, such as REDHAWKjobs.com, indeed.com, etc.
- Regularly checked REDHAWKjobs.com and other career sites for career opportunities and read the appropriate job-search resources for my field of interest.
- Attended a career fair, such as Southeast’s Career Expo.
- Established a system for keeping track of my contacts, interviews, and other job-search activities.
- Followed up on every interesting job lead immediately.
- Developed a list of potential networking contacts and keep in touch with them.
- Followed up each cover letter with a phone call or e-mail to the employer regarding application status.
- Sent thank you letters or e-mails to every person who interviews me.

Adapted with permission from Liberal Arts Career Services/University of Texas-Austin

Career Services Academic Hall, Room 057 (573) 651-2583 semo.edu/careers
In addition, use industry specific job search sites or professional association websites related to your field to search for jobs. When in doubt, google “(Your field) jobs.”