

The Job Search Plan

1. **Get at least one resume put together and critiqued. A two page resume IS okay!!!**
 - General resume: very broad presentation of your work history, education. Useful for any sort of position (entry level/summer/internship)
 - Discipline specific: focuses more on your preparation to enter your chosen field. Includes education (course work, senior project, internships); employment experience directly related to your career field.
 - Functional: highlights your skills, abilities based on categories of performance (i.e. fundraising, communication, computer, budget, marketing, patient care, project management, staff supervision...) Also includes your employment history and education credentials, but not as much detail.
 - Always: include your references. Make it easy for the recruiter/manager to move you forward in the process.

1. **Write a cover letter (interest letter)** that can be quickly altered to fit *each job to which you apply*. Standard business letter format applies, but work hard to make your letter “sound” like your personality. Key questions the letter should answer: which job, why you meet key qualifications, and why you’d be an asset over others applying.

2. **Get a good suit.**
 - Clothing matters! Your grooming communicates your professionalism, character, seriousness and maturity.
 - Men: medium to dark colors, dress shirt, dark socks and good leather shoes. Lapel pin, tie clip ok. Great tie.
 - Women: subdued prints; one splash of color; avoid fussiness. Pants are not as feminizing. Low makeup.
 - Both: no cologne; minimal jewelry; be clean head to toe (fingernails!), control hair.

3. **Identify your network and start using it TODAY.**
 - What is a network? It *isn't* who you know, it's *who knows you and what they know about you*.
 - Business cards: the mini resume
 - Professional meetings/organizations

4. **5. Spend quality time every day on your job search.** Internet: be selective!
 - www.collegecentral.com/Mansfield (register for free; upload your resume)
 - www.careerbuilder.com
 - www.collegegrad.com
 - www.labor.state.pa.us

5. **6. Prepare yourself for the interview.** Mock interviews available at the Career Center by appointment.
 - Questions to expect from them; how will you answer?
 - Yes/No; Behavioral examples; Situational examples
 - Questions to ask them; what do you need to know? Don't ask about salary/benefits!!!

6. **Get busy.**
 - Don't expect to find your job on the internet (less than 6% do!)
 - Volunteer: make new contacts every week.
 - Take a temp job: build your skills, meet new people, expand your network
 - Go to professional organization conferences
 - Professional listservs

7. **Think industry, not job.**
 - Search for a job based on industries, not job titles. Health care, financial investments, services for retirees and elderly are all industries set to boom in the next 7 to 10 years (due to aging population of baby boomers). The government is another industry sector that hires huge amounts of college grads each year—especially for border patrol and customs agents. Remember, “non profit” doesn't necessarily mean low pay... and you can gain excellent skills in wide variety of operations working for a non-profit, which then translate into for profit sectors easily.

