

# How to Find the Right Job

## *Knowing What You Want*

- Choose your ideal work environment—large corporation, small business, government agency or nonprofit organization.
- Choose your ideal location—urban, suburban or rural.
- List your three most useful job skills and know which is strongest.
- Know if you want to work with people, data or things.
- Know if you want to work with others or work alone.
- Know whether you enjoy new projects or prefer following a regular routine.
- List some of the main career areas which might interest you.
- List your favorite leisure time activities.
- Know what kind of reward is most important to you in a job—money, security, creative authority, etc.

## *Researching Career Options*

- Develop a list of career possibilities to research.
- Visit your career services library and utilize the internet to learn about various careers. (The Dictionary of Occupational Titles and the Occupational Outlook Handbook are valuable resources.)
- Consider whether your desired career requires an advanced degree.
- Keep up with current trends in your field through trade publications, news/business magazines and newspapers.
- Identify employers interested in interviewing someone with your academic background and experience; create a list of three or more such employers in the field you are considering.
- Make at least three professional contacts through friends, relatives or professors to learn more about your field of interest.
- Meet with faculty and alumni who work or who have worked in your field to talk about available jobs and the outlook for your field.

## *Getting Experience*

- Narrow down the career options you are considering through course work and personal research.
- Participate in a work experience or internship program in your chosen field to learn of the daily requirements of the careers you are considering. Such assignments sometimes lead to permanent job offers following graduation.

## *Creating a Resume*

- Form a clear objective.
- Know how your skills and experience support your objective.
- Use action verbs to highlight your accomplishments.
- Limit your resume to one page and make sure it is free of misspelled words and grammatical errors.
- Create your resume on a word processing program and have it professionally duplicated on neutral-colored paper, preferably white, light gray or beige.
- Compose a separate cover letter to accompany each resume and address the letter to a specific person. Avoid sending a letter which begins, “Dear Sir/Madam.”

## *Preparing for the Interview*

- Arrange informational interviews with employees from companies with which you might want to interview. Use your network of acquaintances to schedule these meetings.
- Thoroughly research each employer with whom you have an interview—be familiar with product lines, services offered, growth prospects.
- Practice your interviewing technique with friends to help prepare for the actual interview.
- Using the information you have gathered, formulate questions to ask the employer during the interview.
- Arrive on time in professional business attire.
- Collect the needed information to write a thank you letter after each interview.

