Jump-Starting Your Job Search

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There are some basic activities you can do to jump-start your Job Search:

Resume
Write a strong work-oriented Resume that describes what relevant work you have done including any Internships, your Senior Design project, other Student projects, and some of your other accomplishments. List some of your Computer software skills and any Certifications. Use an easy to read Resume format.

References
Have 4-5 professional References typed up as a separate Word file, ready to send out electronically if requested. Use your References & Professional Network to help you with your Job Search.

Job Openings
Use your universities' Engineering Career Center and Placement Office to learn about current Job Openings and any on-campus visits by companies you are interested in. Adjust your Job Search if you are not getting Job Interviews.

Company Investigations
Use company websites to search for job openings you are interested in, in order to send in your Resume. Do in-depth online research of several companies, their locations, and their products. Use some of this research information later during a Job Interview.

Job Interviewing
Prepare for all your Job Interviews by reading carefully each job description. Do some Practice Interviews to improve your Interviewing skills, including a possible phone interview. Prepare to answer typical Interview questions. Adjust your Interviewing activity if you are not getting job offers.