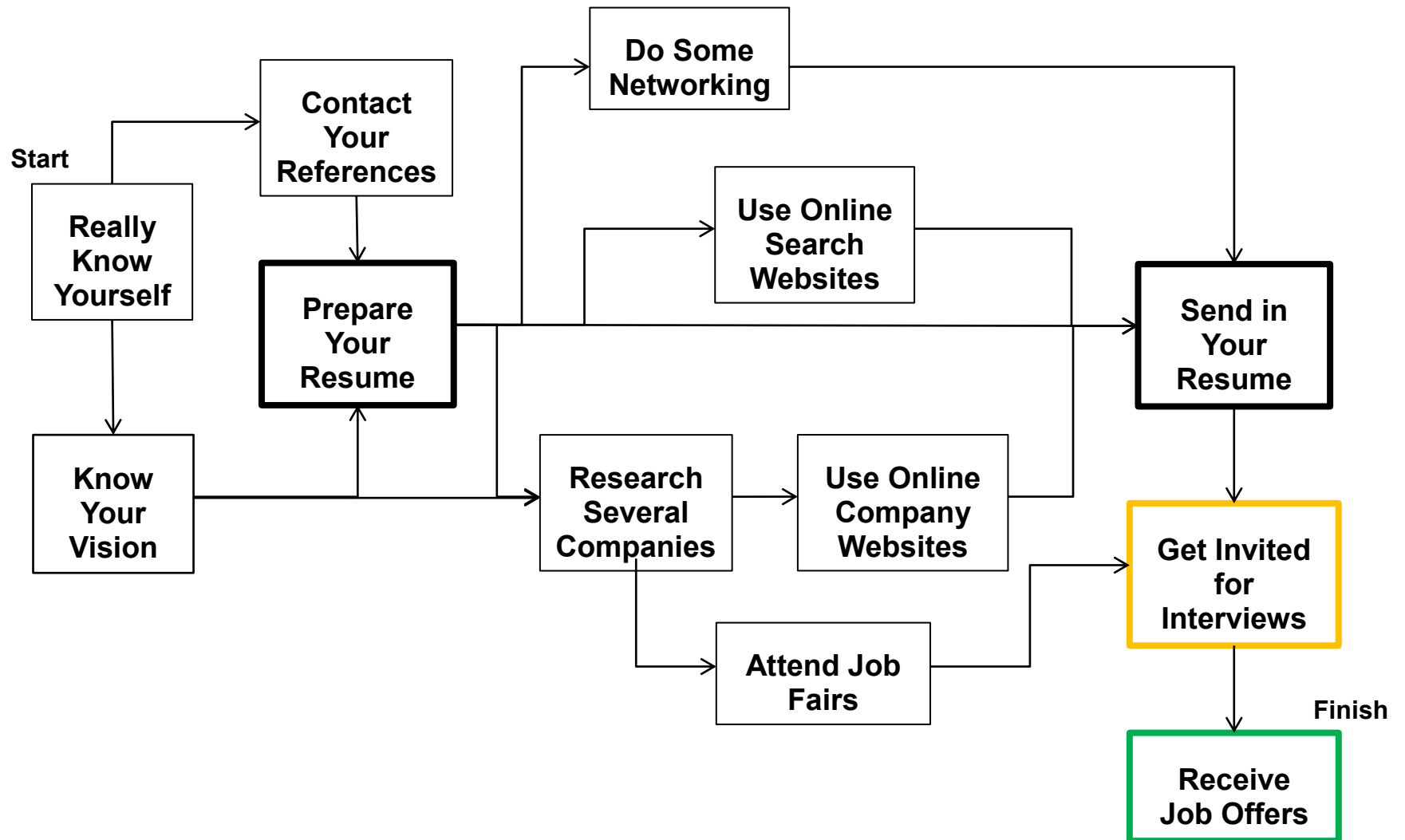


Typical Job Search – as a Diagram



Typical Job Search - Activities

by: Steve Snelling

- Start your Job Search by really knowing yourself and what you are looking for in a new or first job
- Have a Vision of what you really see yourself doing in a few years, to help you find a company or organization that matches your Vision
- Contact all of your professional References (past managers, University Professors, University Alumni, etc.), and also ask them to help you with your Job Search
- Prepare your Resume using a good format, and practice talking it with a friend
- Do some Networking to expand your professional contacts
- Research several companies that you might want to work for, use your References & Professional Network
- Use company online websites, to post your Resume and apply for positions you are qualified for
- Attend any Job Fairs held on campus or locally, particularly if a company you are interested in will be there
- Use a few online Search websites; filter for applicable jobs that match your background & interests
- Send in your Resume with a short, email note (or as an online submittal) to likely companies that you are interested in
- Eventually, you should be invited in for live Interviews (or occasionally, for phone Interviews)
- Good Job Interviews should result in some Job Offers (if not, make some revisions to your Resume or do some practice Interviews)