

Career Resources



Job Search Strategy & Tips

1. Brainstorm potential career options.
 - Start by making a list of your interests, skills, and personality traits to help you brainstorm potential career options.
 - Take an [online career assessment](#) to narrow down what kind of jobs you might be best suited for.
 - Review your academic and/or work history to identify which courses, projects, jobs, internships and volunteer roles were most satisfying and successful.
 - Research your top career choices to determine what skills are required for those roles.
 - Network with connections or try job shadowing to determine if those choices are something you would like to pursue.
2. Use your resources
 - Don't limit yourself to manual online searches or individual company career sites. Search social media, job boards like Glassdoor and Indeed, company websites, professional organizations, and more to expand your job search.
 - Sign up for daily or weekly job alerts by email from your favorite job boards or company career sites.
3. Research companies.
 - As you find job listings that interest you, research the companies before applying.
 - Learn about the company culture, mission, values, products and services, work environment, and any other relevant information.
4. Plan ahead.
 - Set aside time each week to dedicate to job hunting or networking.
 - Start thinking of two or three references you could give prospective employers, connect or reconnect with these references, and save their contact information.
 - Create a spreadsheet to keep track of the jobs you have applied for and the interviews you've received. Make sure to save the job descriptions of the jobs you've applied to so you can brush up on the information prior to your interview. Sometimes they are taken down after the job posting closes, and it's a good idea to have it handy.
 - Make sure you have a reliable, professional email address set up. Remember to use a non-WNCO email address.
 - Start working on an [elevator pitch](#)—a short 30 second summary of yourself—to sell yourself during an interview. An elevator pitch is a great way to answer the question, "Tell us about yourself."
 - Prepare your professional social networking profiles and take a professional looking headshot to use for your profile picture.
 - Professional social networking sites, like LinkedIn, are great places to connect with Recruiters. Consider setting up a LinkedIn profile to help you get noticed by potential employers.
 - For tips on how to set up a LinkedIn profile, check out [this article](#).

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5. Customize your resume.

- Tailor your resume to each job you apply for.
- Study the job description to determine which skills are most important.
- Have [templates](#) of your resume and cover letter ready to customize.
- Have a friend, family member or coworker review your resume for spelling and grammatical errors.

6. Grow your skills.

- You might need more training or experience to get the job you want. Consider volunteering with an organization or taking free online courses in your desired job category to expand your skills.