



# Job Search Tips & Checklist

**How and when should you begin your job search?** Well before you begin sending out resumes, you can begin your job search by networking, exploring career fields/companies and building your professional identity.

## Networking is the Key to Your Job Search

Contacts open up doors. Build a network of contacts that can directly or indirectly assist you in the job hunt. Faculty, friends, parents, coaches, dentists, family lawyers, friends' parents and parents' friends are just some of the people you can consult. In short, everyone should know your career interests and your skills. Networking is a long game – it's never too early to start.

- **Develop a strong elevator pitch**
  - Describe yourself, your skills and goals; be brief, sincere and memorable. Be ready to share at any time – you never know when you might make a great connection.
- **Join Professional Associations.** Consider joining and attending local chapter meetings or conferences to build a network of professional contacts. Student affiliation status is often available at a reduced cost.
- **Connect with UVM Alumni & Employers**
  - **UVM Career Events:** Don't miss out on Alumni Industry Panels, Employer Info Sessions, and more related to your interests.
  - **Alumni Networking Events:** Connect with a wide variety of alumni in Boston and New York during winter break; Vermont during spring semester; and Washington D.C. in summer.
  - **Job & Internship Fairs:** Look out for Fairs bringing local, regional and national employers to campus. Speak to employers directly, ask questions and learn more about possible positions, what skills/experiences they're looking for, company culture, and more.
  - **Job Shadowing Program:** Learn what a day on the job is really like. Alumni in a wide variety of industries and locations host students for day long job shadow over winter break. Apply in the Fall.
  - **UVM Connect & LinkedIn:** Identify and connect with alumni in your fields of interest. Understand the possible career pathways in your industry, and the steps you need to get there.

### MORE WAYS TO MAKE CONNECTIONS, BUILD SKILLS, AND EXPLORE CAREERS

- Find academic and/or career mentors
- Conduct informational interviews
- Engage in relevant research
- Take a Service-Learning course
- Get involved on campus and take on leadership roles
- Study or intern abroad

With experiences like these, you'll be an even more competitive candidate!

## Get More Experience (And Build Skills & Network Too)

- **Volunteer/intern in your field.** Get experience (*then add it on your resume*) and meet others with similar interests.
- **Find a temporary job through an employment agency.** They can possibly place you with an organization or industry that appeals to you. "Temping" can be an effective way to make professional connections, gain experience, and earn money. (Temp positions can also potentially lead to full time jobs.)
- **Consider a part-time job.** In addition to helping you provide for basic living expenses while you do a search for a longer-term position, a part-time job can help you remain active and confident.

## Job Search Tips & Checklist

This checklist of essentials will keep you on track as you navigate the job search process.

### Job Search Steps for Success Checklist

#### Research & Exploration

- Create a targeted list of employers and career fields.**
- Deepen your knowledge of your chosen companies and career fields:** Learn about company culture, career paths, competitors, key skills, buzz words and more.
- Follow organizations on social media:** Learn about current issues & see job postings on LinkedIn, Twitter & Facebook.
- Find a variety of job search sites at [uvm.edu/career](http://uvm.edu/career) including UVM's Job & Internship database, Handshake:**
  - Explore job postings and mark your favorites
  - Understand the skills and experiences that employers seek in your field
- Attend Career Fairs, Employer Info Sessions, and Alumni events** to learn more about companies and industries.

#### Prepare

- Develop a strong resume** targeted for your specific field.
  - Submit your resume on Handshake or bring to the Hub to have it reviewed.
- Make professional-style business cards.** Alumni & Employers are impressed when students utilize business cards.
- Build a polished profile on LinkedIn** and join professional groups, for example: University of Vermont Career Connection and UVM Alumni Association.
- Join UVM Connect** to find alumni in your field, set up informational interviews, or find mentors.
- Establish your references.** Choose 3 people who are able to comment on your proficiency in specific areas.
- Prepare for interviewing:**
  - Be able to articulate your skills and strengths
  - Review interviewing tips and questions and/or schedule a mock interview with the Career Center
  - Secure appropriate interview attire for your field of interest

#### Apply

- Write a targeted cover letter for each position.
- Follow all application directions in a timely fashion.
- Send thank you emails and/or letters after each interview.

#### Sample Log

Job Title	Employer	Contact	App Date	Notes

#### Tips to keep you focused and efficient:

- **Have a strategy.** Keep your job search active, but do not just send your materials every-which way. Targeted searches and applications have better success rates.
- **Keep a log.** Include things such as the job title, name of the organization, contact, application date, and status.
- **Take small steps often.** Break down the process into small manageable steps to keep moving forward. Give yourself credit for each step forward.
- **Be patient.** A full-time job search takes time, take care of yourself in the process and stay positive.