

How to Search For a Job



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Preparation for the Job Search

1.) Narrow Your Focus

Identifying your skills, interests, and values will point you toward specific career options and lead you to a faster and more efficient job search.

There are other great resources for career exploration, including:

- The Occupational Outlook Handbook
 - Find facts of hundreds of different occupations in addition to their job responsibilities and requirements, salary range, related occupations, and places to find more information. Visit www.bls.gov/ooh.
- O-NET OnLine
 - Visit www.onetcenter.org for descriptions of occupations by skills and values, as well as salaries.

2.) Prepare Your Resume and Practice Interviewing

Pick up the How to Write a Resume and How To Prepare For An Interview Packets in the Career Services department (Trinity East, 1st Floor).

3.) Collect Three-Five References

When you are requesting letters of reference from an employer or professor, let the person know the type of work you are seeking. Give them a list of your major skills and accomplishments as related to the position, a copy of your resume, transcript, and a return addressed envelope, or your email address.

Ask them if they can complete the reference within the next two weeks. Write down the deadline for the person. Give them all of this information in a folder with instructions and your contact information.

4.) Do Your Research

Directories list companies and organizations in a particular field. They include the name, websites, and addresses, and may include a company description and contact person.

The following resources will assist you:

- Hoover's: www.hoovers.com
- Dunn and Bradstreet Million Dollar Directory: www.dnbmdd.com/mddi
- Idealist: www.idealists.org (Nonprofit Organizations)

5.) Professional Associations

Professional Associations related to your field will provide information on trends, members, and related links in the industry.

6.) Trade Publications

These keep you updated about ongoing developments and trends, and you can get information about people that you might want to contact to learn more about the field.

A directory organized by category can be found at:

http://dir.yahoo.com/Business_and_Economy/Business_to_Business/News_and_Media/Magazines/Trade_Magazines/

Networking

Seventy percent (70%) of all jobs in the United States are not advertised. Employers promote from inside the company, and by hiring friends and relatives of friends that work there.

Talk to your friends, relatives, and neighbors. Ask if their employers need someone with your skills or occupation. If someone thinks there might be an opening where they work, ask if they would give your resume to the hiring manager and set up an interview.

Talk to people who know lots of people - teachers, members of the clergy, politicians, etc. You will be surprised who will make a call for you and perhaps set up an interview.

The Hidden Job Market: Initiating Your Own Contacts

Using the Hidden Job Market Approach puts you in control of the situation. You focus on a select group of employers. Instead of waiting for a call back, YOU are making the calls. This method forces you to clarify your objectives, study employers and find out about positions before they are advertised.

1) It would be helpful to know the following before you start:

- **Job Target:** What kinds of work are you seeking? Identify specific job titles.
- **Job Setting:** What kinds of businesses, companies, and organizations do you want to work with?
- **Geographical Preferences:** Where do you want to work? How far are you willing to commute? Take out a map and circle all the major cities and towns.

Now you know **what** you want to do and **where** you want to do it!

Be sure you have realistic and accurate perception of the job requirements and know how you qualify for the position. Interview people doing the kinds of work you would like to do. This is an interview for information, not for a job. Prepare questions for the interview. Set up the interview by phone or email. The Career Services department has a handout on **How To Prepare For An Interview, which includes a list of questions for you to ask.**

2) Compile a list of potential employers by utilizing personal contacts, social networking groups, company websites, the yellow pages of telephone directories, and business directories.

3) Research Your Employers

Check out their websites and talk to people you know that might work there.

4) Send a resume and separate cover letter to each of your potential employers

Be sure to put a follow-up statement in your letter such as, "I will call you next Tuesday to answer any questions you may have, and if agreeable, to arrange a mutually convenient time to discuss employment possibilities."

You do not know if a job exists, but you want to let the employer know what you can offer him or her. Mention the name of the person that may have referred you in the cover letter.

*In this way, you are not competing with all the other job seekers that may be applying to advertised positions, but rather you are trying to seek out the unadvertised positions.

5) Call the potential employers for an interview after you have sent your cover letter and resume.

- Phone from a quiet place.
- Call the manager and introduce yourself and thank the person for taking your call. Be sure to pronounce the person's name correctly.
- Give your reason for calling: "I sent you a letter with a copy of my resume and wanted to follow up to see if you had received it."
- If the person did not receive or remember it, give a brief summary of your background and see if you might meet for an interview to discuss the position.
- Practice your script before you call.
- If the manager is not there, ask how you might reach him/her.
- Find out if they need any other documents for your application.
- Ask if you might call back and check on the status of your application.

6) Prepare for the Interview

Prepare to answer questions that may be asked during the interview. If you are having difficulty with some questions, you may want to write out a response first. This is not to memorize, but rather to have some memory joggers available.

- Practice aloud and have it videotaped if you can.
- Bring extra copies of your resume your questions and your professional portfolio with you to the interview.
- Research the company again to refresh your mind.
- Get your interview outfit together! For most organizations, a suit for both men and women is required.

7) At the Interview

Find out when they expect to make a decision and ask if you might contact them, if you have not heard from them.

8) Follow-Up Letter of Thanks

This is a business letter or email. You express gratitude for the time they spent with you. Restate your interest and qualifications. You might end with: "As we discussed in the interview, if I have not heard from you by (date), I will contact you to discuss your decision regarding this position."

Other Methods of Finding Employment

1) Websites

www.indeed.com is one of the better websites for searching. It filters in from a lot of the other websites.

www.careerbuilder.com

www.worforcecentralma.org has state office training and job offerings.

Websites focused on your industry or profession can be more effective. Career Services maintains a web file of industry specific websites.

2) Newspapers

Check the Sunday and daily newspapers. Find out the job requirements and explain how you meet those requirements in your cover letter. Attach the cover letter to your resume, and send it to the address given. Be sure to include the advertisement code, if there is one. Keep copies of your mailings. It may take one to two weeks before you hear from the employer. www.newslink.org provides a list of newspapers by state www.boston.com/jobs lists job opportunities available in Boston.

3) Employment Agencies

Employment Agencies are matchmakers. They find employers for their business clients. Look for agencies that specialize in your line of work. Some agencies recruit only temporary help, others are permanent. Look in the yellow pages of your phone book under Employment. Services are usually free, but you should check on this. A few well-known employment agencies are Robert Half, K Force, and Kelly Scientific.

4) Send out 50 cover letters and resumes to employers in a field of interest.

Log on to www.yellowbook.com. Type your industry in the search field, and you will get the name, address, and businesses in your area. If you write 50 letters, you should get one interview. By addressing your letter to a hiring manager, you increase your odds of interviews. Keep track of your correspondence.

5) Social Networking Sites

Use online social networks to increase your opportunities of networking and finding a job. There are many sites; a few popular ones are:

- www.Linkedin.com -Allows you to connect to people who know you and gives you access to their connections, greatly increasing your level of potential networking contacts. For more information about how to use LinkedIn in a job search, visit <http://jobsearch.about.com/od/networking/a/linkedin2.htm>.
- www.Twitter.com - Social networking and mini blogging service based on interest areas. For more information about using Twitter for networking, visit <http://jobsearch.about.com/od/networkingsites/p/twitter.htm>.
- www.Facebook.com - Connects you with your friends; primarily created to help you get to know others on your campus. It is now being used for job searches as well. For more information about Facebook and its job search uses, visit <http://jobsearch.about.com/od/networking/facebook.htm>.

Caution: Remember that posting information on any website means that it is viewable by others. Many employers will search the web and view your social networking profiles. **Think about what you post and the image you are creating.**

6) JOB FAIRS

Job and career fairs offer opportunities for employers to meet prospective employees and for job seekers to explore job openings. They give you a chance to meet face-to-face with prospective employers, for screening purposes.