
Job Search

Introduction

There is not 'one way' to locate and land the perfect internship or job. To increase your chances, use a variety of strategies and resources. Break your time into percentages; for example:

- 20%: Look and apply for jobs online
- 50%: Network (in person, online, and through local events)
- 25%: Research possible industries and careers of interest using the yellow pages, the library, and online search engines; once you find areas of interest, contact the company and learn about their opportunities
- 10%: join a group of fellow job seekers (see Networking Quick Tip)

Approach job searching like a job; spend 40 hours a week looking for employment. Make a schedule that will work for you and stick to it. Establish a routine and consider what time of the day you are 'at your best.' Find a space(s) where you can job search with minimum distractions and where you will be productive. Find a system to keep the information organized; track jobs you applied for, networking contacts, reminders, and multiple versions of your resume and cover letter.

It may be helpful to create a projected budget as you determine what salary range will work for you; consider crafting a 'needed to get by' and a 'dream' budget.

Check out: http://www.personalfinancebudgeting.com/budget_worksheet.php

What Kind of Job Do You Want?

As you explore different career directions, take time to determine what you have to offer and where you want to use your skills. These exercises can help:

- Make a list of five things you are great at and a list of five things you love to do.
- What have been your personal triumphs?
 - Create a list of 15 accomplishments that you enjoyed doing and did well. Think of a variety of memories, recent events, and professional moments.
 - Write a paragraph about each of them describing what you did, how you felt, and the skills you demonstrated.
 - You'll notice some surprising similarities. As you consider various career paths, compare them against your list of stories to see if they would draw upon the skills that you most enjoy using.
- What organizations, industries, and fields are of interest to you? What companies or organizations do you admire? Do you want to work in a small, medium, or large company?
- Where would you love to have a discount or employee incentives?
- Do you want profit or non-profit? Within the business sector: Product or service? Public or private? Non-profit: government, education, or non-profit?

Follow Up

- This is a crucial step in your job search process!
- Phone is preferred over e-mail.
- Consider following a 3 strike policy:
 1. "I am following up on a resume I submitted for X position." Explain why you're a good match; find out about the next steps in the hiring process; confirm they received your information; and provide your contact information.
 2. "I am calling to make sure you received my message;" leave contact information again.
 3. "We seem to have a hard time connecting – I would like to speak with you regarding X position;" provide contact info and wish them the best in the search process

- During the interview, be sure to ask about the next step in the hiring process. After the interview, follow up with a thank you note. If you have not heard by the date, wait 2-3 days and follow up again using the 3 strike policy.
- If you are not offered the position, follow up! Send an e-mail expressing your interest in the field and ask for honest feedback on ways you can improve and strengthen your background.

Helpful Tips

- Job search during the holidays; put your resume aside and start thinking about intelligent topics to discuss, and get on the phone. The switchboard is dead. With fewer calls coming in, it is easier to strike up a conversation with the person who answers the phones. Ask for information, names, advice, and contacts. Ask for a non-interview: "I'd like to gather more information about your occupation and company. Would you be willing to sit down with me for 10-15 minutes for an informational session?" (see Informational Interview Quick Tip)
- Don't rule out companies that are laying off—they may be looking for the specific skills you have!

Strategies to Find a Job

1. CSO (Career Services Online)
 - Post your resume
 - Try multiple searches; select several areas in the 'interest' category
 - Save your search and you will receive e-mails as new postings appear
 - Go to "contact a professional" and find a professional for an informational interview
 - Search for companies/employers of interest in the Employer Directory
 - Search under 'future schedules' to see what employers are interviewing on campus; find out if you qualify and submit your information.
2. Career Related Events
 - Attend a Career Fair; Career Services coordinates 3 large fairs a year and several smaller fairs throughout the year.
 - Host an Employer Information Session; for more information, login to CSO and look under 'events.'
 - Attend a Career Related Panel organized by Career Services; recruiters often stay to talk one-on-one with students. Again, login to CSO and look under 'events.'
3. Professional Organizations
 - Join a Professional Organization by Discipline
 - Example: Communication: <http://www.americancomm.org/>
 - Do an online search; "your major + professional association"
 - Ways to use these resources:
 - Find opportunities on the job board.
 - Join and find out if the local chapter has presentations and/or networking events.
 - Join and find members in membership directory.
 - Join and write on resume to demonstrate your interest in national trends.
4. Non-Profit Sector
 - Colorado: <http://www.canpo.org/>
 - National: <http://www.idealists.org/>, <http://www.nonprofitjobs.org/> and <http://philanthropy.com/jobs/>, <http://www.everettinternships.org/>
 - Check out the county, city, and state government job search databases in your area.
 - Websites list jobs, internships, and a membership directory of all the registered non-profit agencies.
5. Talk to faculty, advisors, peers, friends, family, and your dentist - **Network!** Send an e-mail or call them on the phone and tell them what you're looking for. Ask if they have any advice or ideas. If they are not in a position to help, they probably know someone who is able to help.
6. Chambers of Commerce - most metro cities have a chamber of commerce that hold networking events. They also typically have a directory of local small companies in the area by field of interest.
 - Visit the Boulder directory at <http://www.boulderchamber.com/> and search the member directory.

7. Visit the websites of local university academic departments and career services for services to the public (may include a list of what employer recruit on the campus).
8. International Resources
 - Goingglobal - <http://online.goinglobal.com/default.aspx>; you must access the website through the International Resources section on the Career Services Website. Goingglobal has country guides for several popular countries and includes job search strategies, information on obtaining proper visa documentation, living information, and more.
 - <http://www.idealists.org/>, <http://www.allianceabroad.com/>, <http://www.bunac.org/>
 - Teaching opportunities: <http://www.cois.org/>, <http://www.iss.edu/>, <http://search-associates.com/>
 - Cultural exchange: <http://www.interexchange.org/>
9. The Common Means
 - Newspapers, job boards, company websites, career fairs, websites (flipdog.com, indeed.com, craigslist.org, monstertrak.com, simplyhired.com, careerbuilder.com, hotjobs.com)
10. Online Networking
 - LinkedIn- <http://www.linkedin.com/> - free resource you can use to professionally connect with other students & work colleagues. Once you have joined LinkedIn, connect with the Career Services group (<http://www.linkedin.com/e/gis/113018/2D526C775499>). The group features alum, employers, professors, staff, and others associated with CU.
 - You can also professionally use Facebook & MySpace – both can be great opportunities to let your friends know what you're looking for (i.e. use the status update) & to connect with old friends who may be working in an area of your interest.
 - Additional online groups: <http://groups.yahoo.com/group/CUNetworking/> (for CU graduates), <http://www.mentornet.net/> (for science, math, and engineering students), <http://groups.yahoo.com/group/rmiug-jobs/> (for internet & computer jobs).
11. Local Networking Opportunities are less formal opportunities to meet others in an area of your interests!
 - Join the CU Alumni Association and connect with other alum.
 - In Boulder: <http://boulder.lunchgroup.net/>
 - In Colorado: <http://www.collectivenet.org/>, <http://www.cfva.com/schmoozers.html>, <http://www.bmacolorado.org/students.aspx>, <http://finance.groups.yahoo.com/group/CaffeinatedCareers/>
 - Out of state: <http://www.rileyguide.com/support.html>
12. What is YOUR area of interest?
 - Look for websites that fit your area (i.e. Environmental: <http://www.ecojobs.com/index.php>)
 - Use Google maps (select 'find businesses') to research companies of interest in the area(s) where you want to live. Then, go to the company website and search under careers or employment (sometimes listed under 'about us.')
 - Use the Book of Lists (all areas, including Denver and Boulder) to find local companies
 - Lists companies by industry, such as marketing firms and mortgage lenders
 - In libraries & Career Services
13. Out of State
 - Learn as much as you can about the cities and states you are considering to make sure they are places you would really want to live.
 - Devise an overall strategy for relocating. When will you move? When can you visit for exploration and a job search? Can you afford to move?
 - When you contact your prospective employers in your destination city explain that you are relocating and tell them when you are moving.
 - If you have a friend or relative in the area to which you wish to relocate, ask them if you can use their mailing address and phone number.
 - If you are moving with a partner, then tap into his/her network. Perhaps his/her company has resources to help you find a professional job.

- Use the LinkedIn Career Services group to professionals in the area.
- Helpful Web Sites: <http://123relocation.com>, <http://www.bestplaces.net>, <http://www.findyourspot.com>, <http://www.BestJobsUSA.com>, <http://money.cnn.com/best/bplive>, http://www.quintcareers.com/relocation_resources.html

Company and Industry Research Sites

Hoovers - <http://premium.hoovers.com/subscribe/>

Wetfeet - <http://www.wetfeet.com/cb/schools/toc.asp?dpid=20> (Password: ucb student, wetfeet)

Vault - <http://vault.com/index.jsp>

Mergent - <http://www.mergentonline.com/compsearch.asp>

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