

JOB SEARCH STRATEGIES

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To find out what one is fitted to do, and to secure an opportunity to do it, is the key to happiness. - John Dewey

Learn about who you are; make decisions.

Introduction

Searching for a job is something that everyone will do at some point or several points in his or her life. It is the end result of years of education. It is a visible symbol of reaching goals and individual success. It seems like it should be a very natural process. But it is not. Mention the term “job search” and the reactions range from a blank stare to general terror to confusion.

The job search is one of the most important tasks. Yet most people spend more time planning their vacation than planning their job search! Whether you are looking for your first part-time job or internship or a long-term career position, the concepts are the same. If you take the time to read and complete this handbook, the process will be clearer to you.

The job search is a process with the following distinct stages:

SELF ASSESSMENT & GOAL-SETTING

MARKETING TOOLS

- ✓ Resume
- ✓ Recommendation Letters/References
- ✓ Cover Letters
- ✓ mavjobs.com

RESEARCHING THE MARKET

- ✓ Networking & Informational Interviews
- ✓ Internship Resources
- ✓ Job Search Resources

INTERVIEWING FOR SUCCESS

- ✓ Visual Effect
- ✓ Interviewing Techniques and Sample Questions
- ✓ Behavior-based Interviewing
- ✓ The Thank-You Letter
- ✓ Job Offers