



The Job Search for English Majors

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http://www.mnsu.edu/cdc/jobsearchenglish_files/frame.html

Goals: After Viewing this Presentation Today You Will:

- Understand the steps in the job search process
- Know where to find resources to help you with your job search
- Identify places to find job openings in your preferred career area

The Job Search Process

- Assess yourself
- Prepare your job search marketing materials
- Identify job openings and leads and make application
- Interview

Assess Yourself

- Use the *CDC Job Search Handbook* pages 5-12 to help you
- What are your interests, skills, experiences and values?
- What would your ideal job be?
- What other types of jobs would fit with your self assessment?

Developing your Job Search Marketing Materials

- Develop your resume and have it critiqued. You will want to create different versions of resumes for different types of positions.
- Prepare cover letters. Cover letters should be sent with your resume and should also be revised for each position.
- You can also develop a portfolio of written work or other materials.
- Find some people to serve as references. Obtain their contact information and possibly a letter of recommendation.
- Be prepared to send thank-you letters after each interview.

Resources to help you with your Job Search Materials!

- Career Development Center
 - Job Search Handbook
 - Website www.mnsu.edu/cdc
 - Resume Quick Stop-times vary by semester
 - Tuesday 12-2 Wednesday 2-4 Thursday 10-12
 - Job Search Appointments
 - Extensive Career Resource Library

More IMPORTANT Resources

- Your faculty members have immeasurable connections in their field and have first-hand knowledge about finding employment
- Your professional network will be invaluable to you. Whether you know it or not, you already have a network. Start letting people know you'll be looking for a job soon!

Finding Jobs

Use all of the resources available to you to find jobs

- **Mavjobs.com**
- Job Fairs and Events
- National job listing sites-general
- Regional job listing sites-general
- Discipline or field specific listing sites
- Professional Organizations
- Targeting companies directly

Mavjobs.com-the first tool in your job search toolkit!

- Local, regional, and national job and internship listings are posted on mavjobs regularly
- Set up your Job Agent to send you e-mails when related positions are posted
- Registration is easy—just go to www.mavjobs.com and click on “students” under “are you new to the system?”

Selected job titles listed on mavjobs.com
since January 2004

- Production Writer/Producer/Editor
- Communications Assistant Internship
- Reporter
- Assistant Editor
- Editorial Assistant
- Magazine Reporter
- Technical Writer

Job Fairs and Events

- Minnesota State Universities Job Fair
 - February 18, 2005 at the Minneapolis Convention Center
- Government Job and Internship Fair
- Social and Behavioral Sciences Day
- Career Day

*Check out a list of employers and job openings before you register to assist you in deciding if a fair is right for you.

Some General Job Listing Sites

- America's Job Bank: <http://www.ajb.dni.us/>
- Get That Gig: <http://www.getthatgig.com/>
- Quintessential Careers: <http://www.quintcareers.com/gradres.html>
- Nation Job: <http://www.nationjob.com/>
- Career Builder: www.careerbuilder.com

Minnesota General Job Listing Resources

- JobPost: http://tigger.stcloudstate.edu/~jobpost_web/
- InternPost: http://tigger.stcloudstate.edu/~intern_web/
- Minnesota's Job Bank: <http://www.mnworks.org/jsli.cfm>
- Local colleges
 - <http://www.stthomas.edu/careerdevelopment/joblistings/>
 - <http://www.hamline.edu/workshop/workshop.html>

Job listing resources related to English majors

- The Write Jobs www.writejobs.com
- Creative Hotlist Jobs <http://www.commartarts.com/>
- Joblink for Journalists <http://newslink.org/joblink/>
- See more links on the CDC's Job Search and Links Site-- <http://www.mnsu.edu/cdc/arts.shtml>

Why look at professional organizations?

- First of all, many organizations have websites with job listings
- If you join, you can develop your professional network and may be eligible for mentoring or special job search features
- You can gain a vast amount of knowledge by participating in organizations, attending conferences, and getting to know people working in your field.

Selected Organizations and Associations

- Society for Technical Communication: <http://www.stc.org/>
- American Copy Editors Society <http://www.copydesk.org/index.shtml>
- American Society of Journalists and Authors: <http://www.asja.org/index9.php>
- Association for Women in Communications: <http://www.womcom.org/>
- American Society of Newspaper Editors: <http://www.asne.org/kiosk/careers/joblinks.htm>

Target Companies Directly

- Locate organizations which are of interest to you and connect
 - Research the organization. Why do you want to work there? What do you have to offer?
 - Send a cover letter and a resume
 - Follow up with a phone call
 - Set up a job interview OR an informational interview

The Interviewing Process

- The CDC Job Search Handbook has information on effective interviewing on pages 39-46.
- The key to effective interviewing is to know what you want to communicate to employers verbally AND non-verbally.
- For more assistance in developing your interviewing skills, set up an appointment in the Career Development Center.

The KEY to finding a job....

- Gain relevant experience in the field BEFORE you start applying
 - Examples of relevant experiences include internships, jobs, volunteering, campus and community involvement
- AND be prepared to communicate these experiences to employers effectively

Your Career Development Center Liaison:

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