

Twelve Ways to Jumpstart Your Job Search

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Starting a job search doesn't have to be an intimidating process. Below we've listed tangible steps towards getting started with your personal job search. If you're unable to identify career fields or occupations of interest, Contact the Career Center at 518-388-6176 for assistance getting started.

- ___ Prepared a resume draft using the Career Center's "Guide to Resume Writing"* and had it reviewed by a Career Advisor
- ___ Set-up an appointment with a Career Advisor to develop a customized job search strategy
- ___ Checked the Calendar on HireU*, and noted Becker Career Center events taking place this term (e.g. Career Fair, Info Sessions, Workshops, etc.) to attend
- ___ Secured three professional references by asking past supervisors, professors, coaches and advisors to speak to potential employers on my behalf
- ___ Identified family members, friends, professors, and employers to speak with to gain insight into jobs, career, and organizations of interest
- ___ Attended Career Fair Prep Session and know how to effectively research, prepare for and engage with employers
- ___ Attended the Career Fair, spoke to employers regarding potential job opportunities, provided resume to employers of interest, sent thank you e-mails and will continue to follow up with contacts
- ___ Updated profile on HireU*, conducted weekly searches of all available full-time opportunities and printed out positions I plan to apply to
- ___ Search the Liberal Arts Career Network (LACN) database* for job opportunities and printed out positions I plan to apply to
- ___ Wrote a cover letter for a specific job opportunity on HireU* or LACN* using the Career Center's "Guide to Cover Letter Writing"* and had it reviewed by a Career Advisor
- ___ Participated in a Mock Interview at the Becker Career Center
- ___ Purchased all three items on the professional shopping list below, and feel confident I'll be properly dressed and prepared for my first job interview
 - ___ Resume Paper and Envelopes
 - ___ Professional Suit and Dress Shoes
 - ___ Professional Portfolio

Congratulations, you have taken several steps toward competing more effectively for jobs of interest! Remember to use Becker's Career Advisors for assistance: locating, applying, and marketing yourself to employment opportunities.

** Indicates that resource is available via www.union.edu/career*