Job Search Strategies

**Job Preparation**

*Determine what kind of work you are looking for*
1. Industries
2. Functions
3. Job titles

*Identify where you want to work*
1. Company
2. Work setting
3. Location

*Prepare your resume*
1. Attend a *Resume Writing* Workshop at the Career Center (RSVP on Handshake at career.uci.edu)
2. Have your resume reviewed during Drop In Advising hours (Mon - Fri | 11 AM - 3 PM)

*Research the job market*
1. [www.bls.gov/ooh](http://www.bls.gov/ooh) | [online.onetcenter.org](http://online.onetcenter.org)
2. Research the employment outlooks
3. Determine the salary range (salary.com)

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**Keep in mind**...

The average job search takes about six months!

Only 10% to 20% of jobs are ever published, which means 80% to 90% of jobs remain hidden in the job market.

Using multiple job search strategies will yield better results.

Obtaining a job is a process. Don’t get discouraged if you don’t get an interview for every application.

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**For more job search help...**

- Attend a *Job Search Strategies* Workshop at the Career Center
- Make an appointment with a career counselor, they will have resources pertaining specifically to your area of interest!
### Networking

- Discuss career goals with people you know
- Discuss career goals with faculty
- Conduct informational interviews
- Attend the Career Discovery Series (Winter Quarter)

**Recommended Resources:**
- Career Center LinkedIn Group
- OC Networking Directory (ocnetworkingdirectory.com)
- Campus Organizations (campusorgs.uci.edu)

### Internships

- Attend “How to Get an Internship” and “Internship 101” workshops
- Search for internships on Handshake
- Visit the Internship Coordinator at the Career Center

**Recommended Resources:** Handshake (career.uci.edu)

### Internet Postings

- Search Handshake
- Review company and employment postings
- Search job boards specific to your field

**Recommended Resources:** Handshake (career.uci.edu)

### On Campus Recruiting

- Participate in the On-Campus Interview Program (OCI)
- Attend Employer Information Sessions

**Recommended Resources:** Handshake (career.uci.edu)

### Career Fairs

- Attend Career Fairs
  - The UCI Career Center holds fairs in fall, winter, and spring quarters
  - Check out fairs in the community

**Recommended Resources:** Career Fair Events

### Do

- Tailor your resume/cover letter
- Exhaust all of your resources
- Research employers
- Keep track of your correspondence
- Dress professionally
- Consider employment agencies

### Don’t

- Forget the small companies
- Discuss salary before the offer
- Apply to any and every job
- Procrastinate
- Get discouraged

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For more advice, stop by Drop In Advising or make an appointment with a Career Counselor

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