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 UCI Division of Career Pathways (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)

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.

For more job search help...
- Attend a *Job Search Strategies* Workshop at the Division of Career Pathways
- Make an appointment with a career counselor, they will have resources pertaining specifically to your area of interest!

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Handshake (Online job and internship listings)
Networking contacts (UCI alumni, former supervisors, professors, family, friends, etc.)
- On-Campus Interview Program (OCI)
- Internet job listings
- Career Fairs
- Directories (Online & at the Division of Career Pathways)
- Direct inquiry (Contact employers you would like to work for)
- Temporary/Employment agencies

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A successful job or internship search will utilize several of these strategies:

### 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:** UCI Division of Career Pathways 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 Division of Career Pathways

**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 Division of Career Pathways holds fairs in fall, winter, and spring quarters
  - Check out fairs in the community

**Recommended Resources:** Career Fairs, 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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