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

### Networking
- Discuss career goals with people you know
- Discuss career goals with faculty
- Conduct informational interviews
- Attend panels at the Division of Career Pathways
- Join professional organizations
- Inquire directly with employers
- Join and actively use LinkedIn

**Recommended Resources:** UCI Division of Career Pathways LinkedIn Group, Anteater Career Network, Campus Organizations (campusorgs.uci.edu)

### Internships
- Attend internship workshops and webinars
- Search for internships on Handshake
- Make an appointment to meet with a career educator

**Recommended Resources:** UCI Division of Career Pathways LinkedIn Group, Campus Organizations (campusorgs.uci.edu)

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

**Recommended Resources:** Handshake (uci.joinhandshake.com)

### On Campus Recruiting
- Participate in employer panels, events, and interviews on campus
- Attend employer information sessions

**Recommended Resources:** Handshake (uci.joinhandshake.com)

### 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
Additional considerations:

**Do**
- Start early
- Tailor your resume / cover letter
- Exhaust all of your resources
- Research employers
- Keep track of your correspondence
- Dress professionally
- Consider employment agencies
- Be open to small companies
- Wait to discuss salary with the offer

*For more advice, stop by Drop-In Advising or make an appointment with a career counselor*

**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 workshops or webinar at the UCI Division of Career Pathways (register on Handshake at uci.joinhandshake.com)
2. Have your resume reviewed during Drop-In Advising

**RESEARCH THE JOB MARKET:**
1. www.bls.gov/ooh | 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 – 20% of jobs are ever published, which means 80 – 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.

**Job Search Strategies**
- HANDSHAKE (online job and internship listings)
- NETWORKING CONTACTS (UCI alumni, former supervisors, professors, family, friends, etc.)
- INTERNET JOB LISTINGS
- CAREER FAIRS
- DIRECT INQUIRY (contact employers you would like to work for)
- TEMPORARY / EMPLOYMENT AGENCIES

*For more...*
- Attend a Job Search Strategies workshop or webinar at the Division of Career Pathways (check Handshake for times and details)
- Make an appointment with a career counselor – they will have resources pertaining specifically to your area of interest!