



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

## 1

### 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](http://campusorgs.uci.edu))

## 2

### 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](http://campusorgs.uci.edu))

## 3

### Internet Postings

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

**Recommended Resources:** Handshake ([uci.joinhandshake.com](http://uci.joinhandshake.com))

## 4

### On Campus Recruiting

- Participate in employer panels, events, and interviews on campus
- Attend employer information sessions

**Recommended Resources:** Handshake ([uci.joinhandshake.com](http://uci.joinhandshake.com))

## 5

### 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](http://uci.joinhandshake.com))
2. Have your resume reviewed during Drop-In Advising

### 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](http://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!