Job Search Strategies

**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. Review the Resume Help How-To Guide (available in How-To Guides section)
2. Review the Career Toolkit for additional resume tips (available at career.uci.edu/career-toolkit)

**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 – 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.