

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 | 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**
- **DIRECT INQUIRY** (contact employers you would like to work for)
- **TEMPORARY / EMPLOYMENT AGENCIES**