Consider these strategies for a successful job or internship search:

**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

**Job Search Strategies**

**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

**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)

**PREPARE YOUR RESUME:**

1. Access resume webinars through the UC Virtual Career Series ([career.uci.edu/alumni/uc-virtual-career-series/](http://career.uci.edu/alumni/uc-virtual-career-series/))
2. View Resumes & Communication videos on CareerSpots

**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.

**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 information about our Alumni Services, visit: [HTTP://CAREER.UE.CEDU/ALUMNI/SERVICES-FOR-ALUMNI/](http://HTTP://CAREER.UE.CEDU/ALUMNI/SERVICES-FOR-ALUMNI/)