8 STEPS TO LANDING A FULL-TIME JOB

1. Know Thyself
   • Know your strengths and achievements
   • Know your weaknesses and work on them

2. Conduct Research
   • Research the industry
     - Read the news everyday to keep up with the industry
     - Join professional organizations and check out their websites
   • Research specific companies that interest you
   • Visit Career Services to create a personalized plan utilizing our employer databases

3. Prepare your Application Materials
   • Resume
   • Cover Letter
   • Portfolio

4. Start Searching for Jobs
   Know good resources for your field!
   • Company websites
   • Industry-specific job boards
   • General job boards (i.e. Monster.com, Careerbuilder.com, Hotjobs.com, Indeed.com, etc.)
   • Industry/Career Expo, Career Fairs
   • Network: contact friends, family, other students, and faculty; use Facebook & LinkedIn
   • Professional organization websites, journals

5. Track your efforts
   • Keep a list of companies you have researched
   • Keep a list of all the jobs you have applied to, when you applied to them, and a copy of the job description for future reference
6. Follow-up

- If you have contact information for the job posting, inquire on the status of the application process

7. Prepare for the Interview

Plan your dress: make sure you know how to dress for your industry; buy a suit or new clothes if needed

- Schedule a mock interview with Career Services
- Review the job description: know how your strengths and experiences relate to the position

8. Wrap-up

- Send a thank you letter
- Assess what you think went well and what didn’t go so well
- Don’t give up and keep applying!