

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!