

HOW TO CONDUCT A JOB SEARCH

JOB SEARCH

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Research and evaluate occupations, jobs, and employers:

- NETWORK, NETWORK, NETWORK!
- Call people that are working in jobs you think you would enjoy, and set up informational meetings with them.
- Read through books, newspapers, directories, and business publications to identify organizations that have the types of positions you are interested in.
- Participate in one or more internships while you are still in school to explore possible career paths. You can gain valuable experience to include on your resume after you graduate.

Define your work objectives and career goals:

- Then get some experience in your chosen field. Participate in an internship, do some volunteer work, join an organization that deals with your area of interest, or get a part time job.

Develop the necessary materials:

- Resume and cover letter - tailored to your chosen field
- References - three is the traditional number
- Thank you notes - learn how to write them and when to send them
- Interviewing skills - attend a Career Development Center workshop or talk with the Career Counselor

Plan and implement your job search campaign:

- Identify the organizations you might like to work for and contact their human resources or personnel offices to find out how you can get current information about job openings
- Get information about available jobs by networking: talk to professors, family, friends, and co-workers about your goals and abilities, and ask if they know of any opportunities. Visit <http://www.washington.edu/alumni/careers/careerconnections/index.html> to locate **Husky Career Network** contacts.
- Join/participate in student and professional organizations to develop contacts
- Watch the job listings in Career Development Center. **Husky Jobs** online: [https://washington-csm.symplicity.com/students/index.php?au=&ck=.](https://washington-csm.symplicity.com/students/index.php?au=&ck=)