

Successful Job Hunting

When the time comes, the best approach to successful job hunting is to make it a job in and unto itself. There are a number of ways for students to secure desired employment. Here are some tips to help.

- 1) **Be Prepared:** Decide what types of companies would suit your interests. Think about any contacts that may help you. Get organized.
- 2) **Do Your Homework:** Find out about companies that are hiring. Do some research on these companies.
- 3) **Make Lists:** These lists will keep you organized throughout the job search process. They will also help guide you toward fulfilling your goals.
- 4) **Tailor your Resume:** Be sure to have a resume that is specifically tailored to the industry in which you are searching. Make it stand out, such as by adding a photo or design elements.
- 5) **Make the Right First Impression:** Be sure to edit and re-edit all resumes and cover letters. Simple spelling and grammar mistakes can hurt your chances of getting an interview.
- 6) **Have and Give Samples:** Send companies samples of your work. It may get your foot in the door.
- 7) **Never Stop Networking:** This may give you hints about job openings, interviews, etc.
- 8) **Maintain a Contacts Database:** Keep track of every place you send a resume, every person you speak with, and any other important job search information.
- 9) **Follow Up:** Make calls as soon as you hear about job openings. Don't procrastinate. The early bird gets the worm.
- 10) **Be Confident:** Don't get discouraged if you don't find a job right away. Job hunting is a process, so be patient.