Top Tips for Successful Job Searching

Resumes

• Make this something you’re proud of and that reflects who you are as well as what you’ve done
• Include accomplishment statements as often as possible (#, $, %, phrases re: volume, scope, range)
• Experience includes paid/unpaid, part-time/full-time, volunteer/community service, student groups

Cover Letters

• Written specifically for each position – use key words/phrases from job posting/organization’s web site
• Write it as if you were writing to someone you respect and who you also know personally
• This is a sample of your writing – PROOFREAD your letters and resumes to ensure no typos/errors

Goal of above two items + other application materials is to get you selected for an interview

Job Search

• Networking – Linkedin.com, SmallerIndiana.com, IU Alumni Network, IndyHub.org, twitter.com, Facebook.com (especially organization fan pages)
  o Keep your profile updated and include a photo that looks professional
  o Join groups, post comments, participate in discussions, ask for advice, express appreciation
  o Subscribe to group discussion/activity digests and blogs – check out job postings weekly
  o Follow up/stay in touch with people with whom you connect and those who contact you!
• Conduct a focused, targeted search, rather than “I need a job – any job”
• Use good research skills (and intuition/gut sense) when using online job boards such as: indeed.com, CareerBuilder.com, www.in.gov/spd, usajobs.gov, www.notforprofitnews.com
  o See http://uc.iupui.edu/students/career/jobsearch.asp for additional job posting sites
• Create list of organizations that interest you – bookmark Careers/Employment Opportunities sections of their web sites and check these weekly – add to your list as you discover new employers prospects
• Be persistent and patient – have a good support system in place – professional job searches take TIME

Interviewing

Remember, you’ve been selected for an interview because based on your application materials, the interviewers think you can do the job

• RESEARCH the company/organization before your interview – prepare questions to ask
• Make sure the interviewers know how much you are interested in the position/their organization
• Be Yourself – Be Your Best Self!
• Make sure you know where the interview is – arrive EARLY (15 minutes; if earlier, wait in car/lobby)
• Bring extra copies of your resume and a list of references with you
• Follow up after the interview – thank you note(s)/e-mail(s) to interviewer(s); notify your references
• Remember, the interview is where the interviewers are:
  o checking to see if you are really the person you described in your application materials
  o trying to get to know you and see how well you would fit with their department/organization
  o looking to see what YOU uniquely will bring to the position (along w/ the basic skills needed)