

## *Search Strategies Checklist*

**Career Services website:** [www.csbsju.edu/career](http://www.csbsju.edu/career)

(Note: Use the attached links to for additional information.)

Getting a job takes time. Think about and develop a “plan” that includes what you are going to do each day, each week, to search out opportunities.

### **Self-assessment and job search plan**

-Make of list of your skills, abilities, and values. What skills do you need to develop and how you could develop them? Create a job search plan and take it day by day. Set goals. (*Exploring Majors and Careers*)

### **Research Possible Career Fields**

-Job shadow, informational interviews, and volunteering are great ways to try out the field before you really get your feet wet. (*Exploring Majors and Careers*)

### **Network, Network, Network!!**

-Talk to people you know in the field (family, friends, etc.). Use the CANE files to connect with alums. Attend events that will put you in the position to talk to those people. (*Career Tools*)

### **Research and Explore Options (Employment, Graduate School, Volunteering)**

-Utilize the many websites on the homepage to develop ideas for options. Check out newspaper/company want-ads. Network. Investigate temporary agencies. Don't rely on one strategy – use many. (*Planning for After Graduation*)

### **Gain Experience**

-Find a summer job, internship, volunteer position, undergraduate research opportunity, or temporary/part-time position that is related to the field of interest. Take advantage of any leadership opportunities that come your way. (*Gaining Experience*)

### **Resumes and Cover Letters**

-Create your resume and cover letters. View the samples on Career Services homepage. Have your resume and cover letter/email critiqued. Tailor your resume to each position. Send copies to potential employers. Follow-up within 1-2 weeks. (*Career Tools*)

### **Prepare for interviews**

-Research the company and form questions to ask them. Practice answering potential questions. Find appropriate interview attire. Do practice interviews to perfect your skills. (*Career Tools*)

□ **Follow-up**

-Call the employer to check on the progress of the hiring process. Reiterate your interest in the position. Remind them of who you are and why you're the perfect fit.