

1. PLAN

- What do you want to do?
 - What is your main objective?
 - What resources are available to you?
 - Identify your own interests, personality preferences, and skills. Career Services has resources available that can help you to define your skills and interests. Consider taking the [Focus 2](#) assessment on our [Canvas](#) page before you begin your search.

2. DEVELOP

- Informational interviews, participating in conferences/meetings, and internships are a great way to make connections with potential employers.
- Become a member of a professional organization inside your field. This will give you a number of contacts, and you'll also be able to keep current within the profession.

3. MARKET

- Create or update your resume with your desired job of field in mind. In your cover letter you can expand upon the skills you have to offer, and explain why you want to be a part of their organization.
 - Some things you want to keep in mind while creating your resume is to focus on relevant experiences, keeping it clean and organized, and free of grammatical and spelling errors.
 - If you need a hand in creating a resume or cover letter, make an appointment with Career Services to help you with the process.
- Consider a practice interview before going on your actual interview. Career Services can help with in-person mock interviews and through online resources such as Interview Stream (Via Handshake).

4. EXPLORE

- IDENTIFY
 - Search our internal job database [Handshake](#) and other external sites such as [indeed.com](#), [internships.com](#), or [idealist.org](#) for job postings.
- RESEARCH
 - Think about which companies and organizations do the work you want to do. Go directly to these company websites to see if there are job listings.
- NETWORK
 - Let people know what you are looking for. Build your network by attending industry related events (these can be on-campus, through industry organizations, or career fairs). Maintain contact with previous supervisors, faculty members and other friends/family members. Join professional associations and LinkedIn.

5. APPLY & INTERVIEW

- Read job descriptions carefully and only apply to jobs that you believe would be a good fit based on your skills, experience and interests.
- Don't forget to create a list of questions to ask your interviewers. This is a great time to find out more details about what it is like to work for the company. Following up an interview with a "thank you" letter will also leave a lasting impression on the employer.

6. DECIDE

- Once you receive an offer(s), make the best decision for yourself and your career. Think about all factors including the company, job responsibilities and commute.
- Take a day or two to make a decision. Decline other offers once you accept a position.
- If you find yourself to be unsuccessful after 3-6 months of the job search, take time to reassess your situation.
 - Are you lacking it experience that employers are looking for? Look into temporary, contract, internship or volunteer situations that can help you build your experience.
 - Solicit feedback as to why you were not offered the position.