

## EFFECTIVE JOB SEARCH STRATEGIES

### Job Search Essential Questions:

1. **What kind of position are you searching for?** (Full-time, Part-time, Internship, etc.)

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2. **What kind of industry(s) are you looking to work in?** (Non-Profit, Healthcare, Accounting, etc.)

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3. **What city/town or geographical region are you looking to work/live?** (Seattle, Phoenix, Chicago, etc.)

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4. **What are the names of the specific organization(s) are you looking to work for?**

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5. **What is the timeline for completing your search?**

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6. **What strategies are you currently using in your search?**

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**An effective job search involves employing a variety of methods – most people approach the job search with limited strategies and resources. Here are 10 proven ones!**

### 10 Steps for Developing an Effective Job Search:

1. **Networking** – Sign up for GAMP and locate alumni mentors in your major, desired geographical location and organizations; reach out to family, faculty, former employers, and friends, etc.; volunteer.
2. **Attend Events Sponsored by Career & Professional Development**– Throughout the semester we offer training, networking and engagement opportunities. Find a listing of our upcoming events on Handshake (Gonzaga.joinhandshake.com), or stop by our office.

3. **Informational Interviewing** – Talk to people who have the jobs that interest you.
4. **Researching Employers** – Spending time looking for and at employers will give you an idea of the companies and industries in your field of choice. Find out who is hiring; identify small, mid-sized and large companies; and learn about the types of positions they offer. If you're interviewing, you will need to find out about the company before you sit down for the interview.
5. **Know the Market** – Develop a list of 10 or more companies for which you would like to work, even if they do not currently have positions posted. (Take this list with you to your informational interviews.)
6. **Create Tailored Resumes and Cover Letters** – By tailoring your materials, you will show potential employers that you are the ideal candidate for the organization and their specific position. Use the job description to identify the skills, qualifications and keywords that the employer deems important.
7. **Practice Interviewing** – Practice is necessary for acing the interview. Contact Career & Professional Development to set up a mock interview, or schedule an appointment through Handshake ([Gonzaga.joinhandshake.com](http://Gonzaga.joinhandshake.com)).
8. **Internet Searches & Social Networking** – The internet is the most competitive job search tool. Use a variety of sites, including Handshake ([Gonzaga.joinhandshake.com](http://Gonzaga.joinhandshake.com)), Career Shift ([www.gonzaga.edu/careerresources](http://www.gonzaga.edu/careerresources)) and LinkedIn.
9. **Say Thank You** – Make it a priority to acknowledge the time and efforts of anyone who assists you with your career development with a thank you card or email. By thanking others, you will stand out from the pack.
10. **Contact Employers Directly** – Send a targeted resume and cover letter, and follow up with a phone call a week later. Use an active, rather than a passive approach to your search.

***Your Personalized Job Search Action Plan:***

<b>Goal:</b>		
<b>Task/Action Steps</b> (What will be done?)	<b>Resources</b> (Time/Support)	<b>Timeline</b> (By when?)
1.		
2.		
3.		
<b>Follow-Up Steps:</b>		

***Follow-Up and Record Keeping*** – No matter what job search strategies you choose, following-up and record keeping are important actions for success. Maintain a careful record of all interviews, thank-you notes sent, referrals made and follow-up actions. Job seekers who fail to maintain this information often lose valuable contacts as well as credibility with prospective employers.