

HOW TO GET A JOB

- **Decide** what it is you would love to do. If you do not know what this is, then pick up the handout entitled, 'How to Decide What You Want to Do' at the Brickley Center (BC).
- **Find organizations that interest you and that offer jobs in your field of interest.** Pick up organization brochures, annual reports, look at websites, mission statements, recent newspaper/magazine articles, and check out what your local library has for information on these organizations. (When you talk with an organization's representative you will now sound like you know something about them and how you fit in to their operations. You can also use this information in your cover letters, phone contacts and interviews wherever applicable.)
- **Find out the names of people who work at these organizations** by asking people you know (relatives, professors, pastors/priests, hairstylist, friends, ENC alumni, etc.) the three networking questions:
 1. Do you know anyone who works at _____? If no, then,
 2. Do you know anyone who might know? If no, then . . .
 3. Do you know anyone who knows lots of people?

OR, another way to gain more contacts in a field; (not to mention information about a field of interest and how you can break into it . . .)

- **Talk to people** who are doing what you would love to do for work. (For contacts, check out ENC's Career Connection Program in the BC.) Ask them questions like:
 - What do you do on a daily basis?
 - What do you like and dislike about your job?
 - How did you get into this line of work? What did you major in?
 - What is the job outlook for this field?
 - Where do people find out about job openings?
 - **Can you recommend other people for me to talk to?**
 - Are there regional and national associations I can join? (As a student you can join at good discount rates? These associations give you the opportunity to network with others in your field of interest.)

For more information on how to get an informational interview, pick up the handout: 'Informational Interviewing'.

- Send the above people a **thank you note**, letting them know that you will follow up with them on your progress. (Be sure to follow up!)
- When you get the name of someone, contact him or her and say, "So-and-so recommended that I speak with you." Let them know why you are calling. Get some inside advice as to how you may proceed in getting an interview and perhaps a job with this organization.

(Congratulations! You have now become more of an insider!)

- **Prepare a brief introduction of yourself**, your job interests and what makes you employable in your field of interest. (This should be no more than 20-30 seconds in length.) You will use this when you make contact with people who have the power or a say in hiring you at an organization of interest.
- **Prepare a well-written resume and cover letter** using language related to your prospective employer's job environment. (Pick up the resume/cover letter packets at the BC.)
- **Prepare for your interview.** Anticipate the questions you may be asked. Know the answers to the questions "Why do you want to work here specifically?" and "Why should we hire you above all others?" In one way or another all questions are rooted in these areas. (Pick up the handout 'Interviewing Tips'.)
- Check out the **full-time job notebooks** organized by field in the Brickley Center. Respond by telephone if permissible after finding out something about the organization.
- **Read the want ads** and respond with resume and cover letter, but remember it is the least effective job hunting method.
- **Check out an organization's job postings online.**
- Pick up the most recent edition of the book *What Color is Your Parachute?* By Richard Nelson Bolles. It is the best selling job-hunting book in the world. (No kidding!)
- **Consult** with a career development specialist at the Brickley Center. Call 617-745-3892 to make an appointment.
- **Pray**, as though everything depended upon God; then work, as though everything depended on you. (Bolles)

“The Lord himself goes before you and will be with you; he will never leave you nor forsake you. Do not be afraid; do not be discouraged.” Deuteronomy 31:8