
Job Search Strategies

The Brickley Center Career Services

Eastern Nazarene College
Contact Career Services for Job Search Help
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Do what you love, love what you do

Finding a job that fits your interests and qualifications is a process that's unfortunately not always quick or linear. Expect your job search to take time, so don't wait until the last minute! Ideally, you should begin your search 3-6 months before you'd realistically like to start working. The intention of this job hunting guide is to make this process a little less overwhelming, and to provide you with useful tips to make your search more efficient.

Decide what you would love to do. If you do not know what this is, then pick up the handout entitled, 'How to Decide What to Do for Professional Work' at the Brickley Center.

Job Tip #1: Know Yourself

Before beginning your search, be sure to do a thorough evaluation of your workplace values, strengths, and interests. If you'd like a guide to help with this, take a self-assessment inventory through Brickley's Career Services.

What do YOU have to offer to a potential employer?

We encourage you to think broadly about what you have to offer, even beyond your academic major. Once you determine your core strength (skills, qualifications, and experiences), take confidence in them. This is critical when communicating what you have to offer, and why you think you would be a "good fit." Being aware of what you have to offer and knowing how to clearly articulate that to an employer will make you a more marketable candidate.

Job Tip #2: Industry Research

Once you nail down your values, strengths, and interests, it's time to do some research and narrow down your options. What career fields best fit you? Not sure? Here are some helpful resources to get you started:

- **Brickley's Online Career Services Resources-**
http://www.enc.edu/org/brickleycenter/career_services.html
- **A few websites to help you get started...**
 - Occupational Outlook Handbook: www.bls.gov/oco
 - O*Net: <http://online.onetcenter.org>
 - The Career Project: <http://www.thecareerproject.org/>

- **Company Websites-** If there are companies or organizations that interest you, check out their websites to learn more about them. Items to pay attention to include mission statement, population(s) they serve, special recognition, etc. Note their “human resources” or “employment” links for job postings.
- **Informational Interview-** Learn more about fields of interest through informational interviews with professionals who have taken similar paths. Consider taking advantage of our Career Connection Program to be matched with alum who fits the description. Keep in mind, you are not asking for a job; rather you are gathering information on a particular profession. A list of appropriate questions can be found in online or in Brickley’s Career Services.

Job Tip #3: VIP Documents

➤ Resume

See Brickley’s Career Services guide’s on “How to Write a Resume and Cover Letter” for information on how to perfect these documents. Career Services offers a free, drop-off/email resume/cover letter critiquing service. Take advantage of it as often as necessary! Or, meet with a career counselor if you have questions about where to start.

Your resume should reflect your significant skills, knowledge, traits, experiences and educational background. Employers will also pay close attention to see if you have highlighted key transferable skills for the position to which you’re applying.

➤ Cover Letter

“Do I need to send a cover letter?” Unless the employer specifically states that they do not require a cover letter, the answer to this question is Yes! A cover letter provides you the opportunity to let the employer know what you are seeking, what you have to offer, and why you would like a position with their company. More information, along with samples, on writing a cover letter can be found in our guide called “How to Write a Resume and Cover Letter.”

➤ References

Choose individuals who know you and your work ethic well. References might include professors, advisors, work or internship supervisors, or others in professional positions who can speak to your strengths. It’s important to ask them if they feel comfortable serving as a reference for you. As a courtesy, provide them with your resume and job description for the position for which you’re applying. Don’t forget to write them a thank you note!

Job Tip #4: Conducting Your Search

When conducting your job search, it's essential to use a mixed-method approach. Instead, use a variety of the strategies mentioned below. And PRAY, PRAY, PRAY!

- **Networking-** As you may have heard, networking is the #1 access point to career opportunities. Think about those who are in your network – family, friends, church members, professors, ENC alumni, internship supervisors, your roommate's parents, etc, etc. Ask people in your network for referrals so you can begin to “grow” your network. Don't be afraid to ask!

Reality Check

According to an article in the Harvard Business Review, nearly 80% of job openings available are never advertised. Invest time into developing your network.

- **Employer Websites-** Identify companies that hire for the positions you are seeking, and regularly check their job postings, and apply online or through their suggested process.
- **LinkedIn-** Create a professional profile (with a professional picture of yourself) on LinkedIn, which acts as your online resume and a place to network with other professionals online. Join the “ENC Alumni” Group
- **Career Services Job Postings-** See ENC's Career Services website for a recommended list at <http://www1.enc.edu/careerservices/opportunities/>
- **Internet-** Websites focused on specific job areas (e.g. “Art Jobs Online”) are typically more productive than those that attempt to cater to every type of field. Check out our website for a listing of general job search sites at: <http://www1.enc.edu/career-center/job-search-information/>
- **Career Fairs-** Don't miss the face-to-face time with employers.
- **Temp Agencies-** Get a foot in the door, as many temp jobs turn into permanent ones
- **Professional Associations-** Most career fields have a professional association that offers professional development resources, networking opportunities, and sometimes job postings. You will likely have to pay for a membership, but most associations offer discounted rates to students. If you're unsure if there's an association for your field of interest, ask someone in your academic department or check out a professional association directory.
http://dir.yahoo.com/Business_and_Economy/Organizations/Professional/

- **Local Chamber of Commerce-** Locate yours at www.uschamber.com
- **Direct Mailing-** If the company you desire to work for does not have openings posted on their website, send a resume and cover letter which clearly states your interest in their organization, what type of position you are seeking and your qualifications. Follow-up with a phone call to the company to build rapport. This does not guarantee they will respond to you, but they may see something in your materials that piques their interest.

Job Tip #5: The Interview

Pick up a copy of our “Interviewing Strategies” guide either at the Brickley Center or online. Also, take advantage of our practice interview service. Thorough preparation is the key to successful interviewing!

Job Tip #6: Helpful Hints

Consider the following suggestions when you are conducting your job search:

- **Pray**, as though everything depended upon God; then work, as though everything depended on you. (Richard Nelson Bolles)
- **Voicemail:** make sure your voicemail message is professional – nothing funny or cutesy. If you are expecting calls from potential employers, always answer the phone in a professional tone and be prepared to find a quiet space in which to talk.
- **Social Media:** evaluate your online presence and clean up, if necessary. Employers will locate you online, so make sure your online persona matches your professional one. Remember to have your materials edited by a peer, professor, and/or a career counselor before you send them out to potential employers.
- **Attitude:** Make a conscious effort to maintain a positive attitude. Remember that many good, qualified people never get a call back or experience rejections, so get back on your feet and forge ahead!
- **Support network:** Surround yourself with people who will offer encouragement and support to you through the job searching process.
- **Thank- you notes:** This is a very important part of the process! If you meet a new contact who provides you with information related to your job search, send them a thank-you note. The same goes for individuals who participate in an informational or job interview.
- **Procrastination doesn't pay:** Don't wait until the week of graduation if you expect to land a position for the following week. Start early, and set achievable goals to keep yourself motivated.
- **Keep records** of your networks and places you're applying, and follow up if necessary
- **It's never too late** to build your experience. Consider an internship, part-time job, volunteer experience or co-curricular organization to become involved in. These are great resume builders.

Career Services to Remember:

- **Career Counseling**- Not sure which direction you're headed? Have specific questions about your search? Don't hesitate to set up an appointment to talk with one of our career counselors.
- **Practice Interviews**- Stop by or give us a call to set up a 45-minute appointment. Come dressed as you would for the real thing.
- **Resume and Cover Letter Critiquing Service** – Email or drop off your documents at the Career Center to be reviewed by a career counselor. Please allow for a 1 week turnaround.
- **Alumni Career Services**- Remember that we're here for you, even after you graduate! Never hesitate to contact us if you are ever in need of assistance in your career planning process.
- **Pinterest:** ENC Career Services has a pinterest page with links and pictures to all career – related topics. You do NOT need an account to view the pictures and articles. Check out: <http://pinterest.com/enccareerservic/>

“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

“If you want to know your calling, look around you, and serve faithfully there.” R. Duffy & B. Dik