JOB SEARCH CHECKLIST

Before Job Searching

Set up a résumé appointment with Career Development.

- Does your résumé market you well? Your résumé is the employer's first impression.
- Is your résumé tailored toward a specific industry? You should really tailor your cover letters and résumés to highlight your best experiences as it relates to the job description. If you send out stock cover letters and résumés without tailoring it, you will not receive as many phone calls for interviews.

Schedule a mock interview with Career Development.

- Work on what to say, how to say it, and non-verbal communication in interviews.
- The Career Development office offers specific questions by field and major to help you be the best you can be when presenting yourself professionally.

Double check social media settings and create professional social media accounts.

- Schedule a mock interview with Career Development.
- Continue practicing for the interview with a family member or friend.
- LinkedIn is a professional social networking tool. It contains information similar to a resume and is a great resource for employers. Register at www.linkedin.com.
- Employers will Google you! What will they find? Make sure settings are private and profile pictures/cover photos are appropriate.

Create a professional email address.

- Gmail is suggested. (Ex: yourname@gmail.com)
- If your email address is unprofessional or confusing, they will most likely not contact you for an interview.

Where to Job Search

Job Search Databases

- www.indeed.com
- www.simplyhired.com
- www.employment.pa.gov
- www.usajobs.gov

Mounties@Work

- Anytime a job is received through the Mount Aloysius College Career Development office, it is posted directly in Mounties@Work.
- You should create a free student account and check it weekly for updates by visiting www.myinterface.com/mtaloy/student.
- A directory of local employers is also featured within Mounties@Work.

Individual websites

- Most local employers will post open positions on their "careers" or "employment opportunities" portions of their website. Make sure to check these out weekly and apply.
- We recommend keeping yourself organized and creating a spreadsheet of your favorite organizations so you can check back regularly.

Tips to Remember

Job searching takes time and persistence.

- Don’t give up after the first applications or résumés you send out. It takes time to hear back from companies, anywhere from a couple of weeks to a couple of months. Keep it positive!

Think outside the box.

- Don’t be too focused on job titles, unless you are in a career path that requires a certification.
- Focus on skills, strengths, and the types of organizations you want to work for when looking at job descriptions. Many employers only care that you have a degree. It does not always matter what that degree is in.
- What are your values? If you enjoy independence, a creative environment and working your way up within a company, then you will want to do research on the organizations you are applying for. Do they meet your values?

Your “dream” job may not be your dream job at first.

- Often times we have an idea of a dream job from the beginning, and other times it takes time to develop a skill until a job turns into the perfect career. What experiences have you gained in college that may lead to job options?
- Don’t be afraid to take on new opportunities and challenge yourself. You may not receive the perfect job right out of college and will need to work your way up. Gaining experience is most important.