**Getting Started in Your Job Search**

Use the prompts below to prepare for your search and see suggested things you can do to get started.

**Resume Readiness**

**Something to think about:**

* When an employer reads your resume, what skills or experiences do you want to stand out?

|  |
| --- |
| I would want them to know… |

**Some things to do:**

* View the [Resumes, CVs, and Cover Letter page](https://arizona.uconnectlabs.com/channels/resume-cv-cover-letter/) and apply the “Examples/Templates” filter to see how other students have described their experiences and formatted their document.
* Learn about how companies use applicant tracking systems (ATS) and try using [Jobscan.co](https://www.jobscan.co/) to compare your resume to a job description to improve your chances of getting an interview.

**Job Search Strategy**

**Something to think about:**

Make your major employer friendly by searching for keywords based on what you’ve done or studied. For example, try typing in “critical thinking” or “written communication skills” rather than “Psychology.”

* What are two things you would you try typing into a search box when you’re looking for jobs online?

|  |  |  |
| --- | --- | --- |
| 1st thing you would type in the search box: |  | 2nd thing you would type in the search box: |
|  |  |  |

**Something to do:**

If you’re stuck, browse two great career resources, [Occupational Outlook Handbook](https://www.bls.gov/ooh/) and [O\*Net](https://www.onetonline.org/), to find as many keywords as possible to use in your search.

| Industries or  occupation groups | Job titles | Job responsibilities or skills you want to use in your daily work | Tools or software you might use |
| --- | --- | --- | --- |
| ***EXAMPLE:*** *Media and communication* | *Public relations specialist, news analysts* | *Market research, writing, creativity* | *Canva, Adobe photoshop,* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Skill Development**

**Something to think about:**

There are two types of skills: functional and transferrable. Functional skills are those relating to using a tool or software. Transferrable skills are useful characteristics you would bring with you to any job.

|  |  |  |
| --- | --- | --- |
| What are two of your functional skills? |  | What are two of your transferrable skills? |
| ***EXAMPLE****: Microsoft PowerPoint* |  | ***EXAMPLE****: Public speaking* |
| 1. |  | 1. |
| 2. |  | 2. |

**Something to do:**

Read through a job description that looks interesting to you—don’t worry about if you’re qualified for it or not—and review the minimum and preferred requirements.

* Identify one skill or requirement listed that you have and check if it appears on your resume. If it doesn’t, add it!
* Identify one skill that you **don’t**have yet. Research more about the skill and find one way that you can develop it.

**Interviewing**

**Something to think about:**

The first time you think about and practice your response to the question, “tell me about yourself” should not be in an interview. Talking about yourself with confidence and clarity is a skill, and you can drastically improve with just a little practice.

**Something to do:**

|  |
| --- |
| * What are 3 things you want to convey to an employer when answering the question “tell me about yourself.” |
| 1. |
| 2. |
| 3. |

Now, take one of the things you mentioned in the question above and tell a story about when you’ve demonstrated that skill or quality before by answering the prompts below:

|  |  |
| --- | --- |
| What was the situation? |  |
| What task were you given or what was the problem you were trying to solve? |  |
| What action did you take? What did you do? |  |
| What was the result or impact of your actions? |  |

Congrats! You just used the STAR method to answer a behavioral question, the most common interview question type. STAR stands for Situation-Task-Action-Result, and it provides you with the storytelling structure to a give clear, specific example of when you’ve used a skill or demonstrated a certain behavior.

Anytime you are asked a question that begins with “tell me about a time when…” or “give us an example of…”, you can use the STAR method to guide your response.