**Industry, Governmental, and NGO Job Search and Timeline**

When applying for a job outside of academia, utilize the following resources to find positions:

***Job Search Timeline***

* Most industry job application timelines last between 1-2 months from the time that you hit “submit” to when you hear back with a job offer.
* Usually, employers will expect you to start the position within 2-4 weeks from the time that you accept the job offer.
* So, as a general rule, you should start applying to positions approximately 3 months before you hope to begin working.

***How to Find Jobs***

The best way to find jobs that are of interest to you is to use a combination of *active* and *passive* strategies:

* Active: Network: Talk with professors and colleagues, email companies of interest directly, attend career fairs, conduct informational interviewers with professionals in positions of interest, etc. Through this type of networking, you can discover targeted positions that may never reach a job board.
* Passive: Apply to positions through job boards and through company websites. See the next page for a helpful list of job boards.

***More on Networking:***

Networking is a term that is thrown around often, but what does it actually mean? Quite simply, networking is relationship-building – with peers, colleagues, professors, friends, etc. Your network connects you with new skills and new opportunities. Here’s a couple of great ways to grow your network:

* Reach out to a DU alum of interest on the [DU Career Network](https://du.firsthand.co/welcome) for an informational interview
* Connect with peers, colleagues, and other professionals on LinkedIn (be sure to send a personalized message when requesting to connect)
* Get to know your peers and professors a bit better – ask them about their professional interests and past experiences.

***Additional Tips***

* Stay organized by keeping an Excel document ([like this one](https://denveru-my.sharepoint.com/%3Ax%3A/g/personal/ashley_weibel_du_edu/EYUJ-cQCQ9VIkXgevSoLG4MBt0NdyHTrnRmKGXOOUzmCdA?e=W69z84)) with columns for each position title, company, deadline, etc.
* Download the job description/job ad ASAP – these links often cease to exist once the deadline passes, and you will need access to this document in order to prepare for your interviews.
* Always submit a cover letter even when it is not required. This document provides you with a valuable opportunity to tell your story – who you are, why you’re interested, and why you’re the right candidate.
* Be selective in the jobs that you apply to, asking yourself if you would actually consider accepting if you were to receive an offer.
* Quality over quantity! Set a realistic goal for yourself for applying to a certain number of jobs per week (i.e. 2-4), and be sure that you’re intentionally tailoring each application to make it as strong as possible.
* Reach out to me at Ashley.Weibel@du.edu for additional help in your job search. We can talk about job search strategies, networking, using LinkedIn, application materials, offer negotiation, and more!

***Job Boards:***

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| **Job Board** | **Description** | **Link** |
| LinkedIn Jobs | Large, All-Sectors Job Jobard | <https://www.linkedin.com/jobs/> |
| Glassdoor/Indeed | Large, All-Sectors Job Boards | <https://www.glassdoor.com> ; https://www.indeed.com |
| PCO | DU Jobs and Internship Board (on- and off-campus jobs) | <https://du.12twenty.com/dashboard> |
| Andrew Hudson Jobs List | Colorado All-Sectors Job Board | <https://andrewhudsonsjobslist.com/> |
| Ossom Jobs  | Creative Professionals | <https://www.ossomjobs.com/> |
| SCFD | Cultural/Non-Profits in Front Range | [SCFD - https://scfd.org/job/](https://scfd.org/job/) |
| Colorado Nonprofit Association | Non-Profit Jobs | [Colorado Nonprofit Association - https://coloradononprofits.org/careers/nonprofit-jobs](https://coloradononprofits.org/careers/nonprofit-jobs) |
| Built In Colorado | Colorado Start-Ups and Tech Job Board | [Built in Colorado - https://www.builtincolorado.com/](https://www.builtincolorado.com/) |
| Denver Chamber of Commerce | Denver Jobs, All Sectors | [Denver Chamber of Commerce - https://denverchamber.org/jobs/](https://denverchamber.org/jobs/) |
| State of Colorado | State of Colorado Jobs | [State of Colorado - https://careers.colorado.gov/](https://careers.colorado.gov/) |
| UC Health | Health Fields Job Board (And Support Functions - Finance/HR/Legal/Tech/Compliance) | [UC Health - https://careers.uchealth.org/careers](https://careers.uchealth.org/careers) |
| Conservation Job Board CO | Colorado Environmental Jobs | <https://www.conservationjobboard.com/colorado> |
| Connecting Colorado | Colorado Jobs, All Sectors | [Connecting Colorado - https://www.connectingcolorado.com/](https://www.connectingcolorado.com/) |
| BuiltIn | Start Ups and Tech Job Board | [www.builtin.com](http://www.builtin.com/) |
| Conservation Job Board | Conservation Jobs | <https://www.conservationjobboard.com/colorado> |
| Remote | Remote Jobs | [www.remote.co](http://www.remote.co)  |
| Book Jobs | Publishing Jobs | [www.bookjobs.com](http://www.bookjobs.com/) |
| Creative Mornings | Creative Jobs | <https://creativemornings.com/jobs> |
| DevEx | Global Development Jobs | <https://www.devex.com/> |
| USA Jobs.gov | Federal Jobs | <https://www.usajobs.gov/> |