

# guide to JOB SEARCHING



## CHECKLIST FOR A SUCCESSFUL JOB SEARCH



### REFLECT

- ☐ **Consider your strengths and skills.** Know how to describe how you naturally think, act, and feel. Uniquely describe the skills you learned from your experiences, academics, and involvement. It is up to you to describe how you will be a valuable and positive addition for an organization.
- ☐ **Evaluate your values.** Recognize each work culture will have benefits, perks, and drawbacks, and have a good idea of what you will and will not compromise. Consider employer philosophy, atmosphere, your colleagues, and how they fit into your life.
- ☐ **Think about geography.** Consider places you do or don't want to live. Many times having a few ideas of location provide a great starting place to start your search.



### PREPARE

- ☐ **Develop your documents.** Improve your résumé content and make sure the format is easy to read. Tailor your cover letter to each industry and position for which you plan on applying.
- ☐ **Practice interviewing.** Create stories based on your experiences around teamwork, leadership, problem solving, adaptability, and strengths/weaknesses. Share examples that pertain to your role and industry. Research employers and create interesting questions to ask at the end.
- ☐ **Polish your online image.** Build and enhance your LinkedIn profile, do an audit of your social media platforms, and use them to connect with employers of interest.



### SEARCH

- ☐ **Diversify job search methods.** To be successful you need to apply to advertised jobs online and make personal connections.
- ☐ **Attend events.** Take advantage of in person and virtual events where professionals will be. This could include company information sessions, career fairs, conferences, and more.
- ☐ **Research potential employers.** Google companies, review websites, and find industry-specific websites with postings in your interest area. Search LinkedIn for professionals working at companies or jobs you like and talk with others who might have ideas about potential employers.
- ☐ **Be proactive and reach out.** Contact employers in person and online, and make all of your communications as professional and personable as possible.



### FOLLOW UP

- ☐ **Reach out to employers and contacts.** Successful job seekers will circle back with an email, message, visit or phone call. Send thank you notes after interviews or networking conversations.
- ☐ **Evaluate offers as they come.** Remember that when you evaluate job offers, you need to ask yourself if you would truly be happy at this job. Carefully weigh your values and needs.



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Student Success Center

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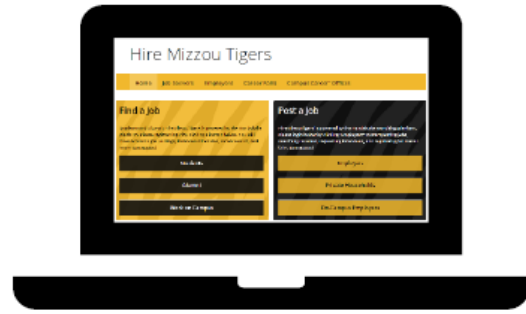


## FEATURED ONLINE RESOURCES

### HIREMIZZOUTIGERS.COM

<https://www.HireMizzouTigers.com>

- HireMizzouTigers.com, powered by Handshake, is exclusively for MU students and alums.
- Upload your documents and complete your profile to search jobs and internships
- RSVP to events, fairs, and interviews



### LINKEDIN

[www.Linkedin.com](http://www.Linkedin.com)

- Top professional networking site in the world
- Research employers and professionals
- Find and connect with Mizzou alumni
- Keep up to date with industry trends, join groups, and more

### GOINGGLOBAL

<https://mizzoucareertools.campuscareerinnovations.com/resources/goingglobal/>

- Career Guides for Countries and USA Cities
- Corporate profiles, internship and job listings
- Insider tips on job search, employment trends, work permit regulations, salary ranges, cost of living data, and more

### GLASSDOOR

[www.glassdoor.com](http://www.glassdoor.com)

- Get the inside scoop about work culture and how to get your foot in the door
- Find reviews about companies from employees
- Interview tips and salary information
- Job postings and more

### USAJOBS.GOV

[www.usajobs.gov](http://www.usajobs.gov)

- Search federal government job postings
- Search jobs for more and 17,000 jobs per day
- Check out <https://gogovernment.org/> for tips on how to successfully apply to these positions

### IDEALIST.ORG

[www.idealist.org](http://www.idealist.org)

- Central hub for non-profit opportunities
- Search jobs and internships
- Find information about organizations
- Browse career advice and grad resources

### MIZZOU CAREER TOOLS

[www.career.missouri.edu](http://www.career.missouri.edu) > Resources

- Customized career resources for all topics
- Filter on Job Search to find top links and handouts
- Also includes filtering on industry, people and alternate post grad options



**Don't forget:** these tools are only part of your search. Making personal connections is also key.



**Start with the basics.** Tell people you are looking, and what you are looking for. Family, friends, peers, advisors, people at Starbucks, anyone. When engaging in conversation, mention your job search to others. Many people will have ideas or referrals for you that you weren't expecting. Keep your radar up!

**Connect on LinkedIn.** Start by searching Mizzou alumni who are in your field of interest, graduated with your degree, or are living in your desired area. Once you identify contacts, send an invite with a personalized message and reach out to see if they have advice for you.

**Engage on Handshake.** Once you complete your profile and update your resume, make your profile public. Then you can open yourself to employer messaging, as well as messaging to peers at Mizzou and other schools across the country.

**Check out the Mizzou Mentoring program.** The Mizzou Alumni Association has created a program that connects alums in your industry to students in a meaningful way. Find out more at [www.mizzou.com](http://www.mizzou.com).

**Attend campus events.** Be active and engaged at Mizzou. Check Handshake and stay in touch with your academic unit about in person or virtual information sessions, alumni/employer panels, career fairs, or interviewing opportunities.

**Join professional orgs.** Almost every industry has organizations dedicated to networking and information sharing. To begin, check out a directory here: <https://jobstars.com/professional-associations-organizations/>

## TIPS

**Change your mindset.** Change from "What can I do to get hired?" to "Which job is the best fit for me?"

**Make a schedule and stick to it.** Establish a routine to conduct your job search regularly. How much time you devote to your search directly influences how quickly you will see results.

**Get support.** A support system can keep you motivated, so find an encouraging friend or family member. Utilize career services on a regular basis to get additional feedback and tips on your job search.

**Stay positive.** It can be tough to face rejection, but remember to stay confident and positive about your candidacy. Employers are looking for motivated, energetic, and eager people to join their team, so the enthusiasm you bring to your cover letter, employer communications, and interview will increase your chances of success.

**Be persistent and open options.** If you are having a difficult time finding employment, don't lose hope! While you continue your job search, consider the following options:

- Contact local **staffing agencies** about temporary work
- Seek out **volunteer work, internships, or part-time jobs** in your field/industry to develop contacts and uncover job leads for full-time work
- Consider a **"stepping stone" position** which would help you enter an intended industry or company, but at an entry-level position (e.g., taking an administrative role)
- Get **feedback on your résumé and interviewing skills** to make improvements
- Seek additional **education/training** to make yourself a more attractive candidate

### Did You Know...

If you're dealing with a lot of stress and anxiety associated with the job search, **CAREER COUNSELING** is available at the MU Career Center at no charge to MU students.

Find out more at:  
<https://career.missouri.edu/majors-careers/career-counseling/>

## JOB SEARCH EXAMPLE

Truman Tiger is receiving a degree in Communication and starting a job search.

### Considered...

- **Strengths/skills?** Has a creative approach to projects, loves being a catalyst of action on a team, has experience in writing, social media management, basic graphic design, and customer service
- **Location?** Thinking about St. Louis to start
- **Industry?** Loves the idea of working for an advertising or marketing agency
- **Position?** Considering something along the lines of an Account Executive

### Prepared...

- Met with a [Career Specialist](#) for a **resume review**
- Logged into [Missouri.BigInterview.com](#) and conducted **practice interviews**
- Updated [LinkedIn](#) **profile** to include recent experiences, a professional headshot, and a headline indicating job search goals

### Researched...

- Searched online for “Advertising Agencies in St. Louis” to start a list of employers to **check out more in depth**
- Conducted a search on [LinkedIn](#) for **Mizzou alumni** who graduated with a major in Communication and live in St. Louis to find companies where they work and what their career paths have been
- Filtered jobs on [Handshake](#) to **find out what job descriptions** for Account Executives included to understand tasks and qualifications for jobs in that area
- Went to [Salary.com](#) and searched “St. Louis” and “Account Executive” to **determine starting salary range**

### Engaged...

- Began to **tell friends and family** about my possible job search strategy to get ideas
- Messaged Mizzou alumni on [LinkedIn](#) after connecting with them to request a 20-minute **informational interview** on Zoom
- **Attended career fairs**, information sessions, and panels found on [Handshake](#)
- Reached out directly to department manager recommended by a friend of an agency with resume and cover letter attached, **letting them know you are interested** in their organization
- **Sent resumes** to specific positions found on employer websites

### Followed Up...

- Submitted **follow-up email** after application submitted to top employer choice indicating a strong interest in their organization
- Sent **thank you notes** to networking contacts who have assisted the search and employers with whom you interviewed
- After receiving two offers following interviews, let them know of interest and asked for a couple of days to get back with them in order to **compare offers and consider salary negotiation**

## next steps:

Talk with a Career Specialist for one-on-one assistance: <https://career.missouri.edu/connect>  
Check out more resources at <https://career.missouri.edu> > Resources tab