

# THE PROFESSIONAL JOB SEARCH

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## Define Your Goals

- Your job search will be more effective if you take a focused approach. Take time to define your career goals while reflecting on your interests, skills, work and lifestyle values and preferences
  - Ask yourself: *What are my short-term and long-term goals? What is my Plan A, B, C? What are my geographic preferences?*
  - Talk to your family, friends, professors, alumnae/i, and people you admire
- Need help with this? Schedule an appointment with a career counselor in Handshake - <https://brynmawr.joinhandshake.com>; Consider taking a self-assessment available through the Career Engagement Center - <https://www.brynmawr.edu/node/3844>

## Research Fields that Interest You

- Browse **Handshake** for positions and companies that seem interesting
- Use **Vault** to conduct industry and employer research and **What Can I Do With This Major** to explore ways you can connect your major to careers
  - Both resources are available in the job and career database section of the Career & Civic Engagement Center website - <https://www.brynmawr.edu/career-civic/career-planning/employment-opportunities> (login to page with username: cpdstudent, password: traditions)
- Review occupational profiles on the **Occupational Outlook Handbook** - <https://www.brynmawr.edu/career-civic/career-planning/employment-opportunities> and **O\*Net** - <http://www.onetonline.org/>
  - These sites include job duties, required skills, educational requirements, salary info and more!
- Utilize the **Bryn Mawr network of faculty, staff and alumnae/i** to talk with people who are currently working in fields that are interesting to gain advice and feedback
  - Check out the networking and LinkedIn handout for tips on setting up informational interviews
  - Utilize the LinkedIn Guides for Students - <https://university.linkedin.com/linkedin-for-students>
- Join a **professional association** related to your interests to connect with professionals in the field, relevant resources and job/research opportunities. There are often student memberships available at a reduced cost.
- Browse **company websites** and keep track of the ones you are most interested in
- **Recruiting timelines** vary by industry so do your research and plan accordingly
- **International Students** will need to apply for Optional Practical Training to work in the U.S. after graduation. Contact Patricia Lausch the Director of International Student and Scholar Services and Advising for more information - <http://www.brynmawr.edu/pensby/international/students/>

## Refine Your Materials

- Make sure your resume/CV, cover letter, LinkedIn profile, and list of references are up-to-date
- The research you have done should help you target your materials to the specific opportunity you are seeking
- Get feedback on your materials by stopping by the Career & Civic Engagement Center during drop-in hours: <https://www.brynmawr.edu/career-civic/career-planning/appointments>

## Develop Your Presentation Skills

- Develop your introduction highlighting your academic and extracurricular experiences, interests and career goals. You will feel much more prepared when meeting someone new if you've taken the time to do this!
- Build your interviewing skills by scheduling a mock interview through Handshake - <https://brynmawr.joinhandshake.com>

## Identify Opportunities and Engage in Job Search Activities

- Handshake - <https://brynmawr.joinhandshake.com>
- On and Off Campus Recruitment - <https://www.brynmawr.edu/career-civic/career-planning/recruiting-program>
- Career Fairs - <https://www.brynmawr.edu/career-civic/career-planning/career-fairs>
- Networking – 80% of jobs are found through networking; Attend networking events, reach out to contacts through LinkedIn, use your social media appropriately, etc.
  - Utilize the LinkedIn Guides for Students - <https://university.linkedin.com/linkedin-for-students>
- Searchable Databases - <https://www.brynmawr.edu/career-civic/career-planning/employment-opportunities> (login with password: traditions)
- Industry-Specific Job Sites – <https://www.brynmawr.edu/career-civic/career-planning/industry-information>
- Gap Year Programs - <https://www.brynmawr.edu/career-civic/career-planning/gap-year-programs>
- Review company websites for postings. Even if a company does not have a position posted you can send a letter of inquiry expressing your interest

## Stay Organized and Take a Deep Breath

- Keep track of the applications you have submitted so you can follow up on the status of your application at a later date
- Keep a record of networking contacts you have made and any job leads you discover
- The job search process takes time (up to 6 months in a good job market) so take a deep breath, create a plan and be realistic that not every opportunity will work out, but you will find your way.
- *Remember the Career & Civic Engagement Center is here to help you along the way!*