You’ve got a resume, a spiffy new suit and an education under your belt — so what else do you need? How about a plan... A little preparation could be the key to your success!

1) Polish your job search skills and become an expert at the job search process. For a start, learn how to write an effective resume, present yourself professionally, and sell your skills in an interview. Understanding the do’s and don’ts of the job search takes time and effort but it is essential to your success.

2) Develop a network. Does everyone know about your job search? Well, they should! Family, friends, coworkers, professors, and advisors should all know about your quest for a job. Let them know the type of position and employer you’re looking for. Attend networking events like job fairs, professional organization meetings, and event receptions. You never know who you’ll meet; they may open the door to your next great opportunity.

3) Seek help and utilize resources: You need professional help! The kind of help that Career Services can provide. We can work with you one-on-one to develop your job search plan. We might review your resume, point you to online resources, or coach you through an interview. Counselors are available daily. You don’t have to face the job search alone, contact Career Services today to get started.

An Etiquette Filled Job Search

Who knew when your second grade teacher told you to always say please and thank you she was preparing you for professional success? Today’s employers are looking for candidates who not only have skills and knowledge, but the interpersonal social skills to match.

When conducting a job search, remember to always follow-up an interview with a thank you note. If Aunt Sally recognized the social importance of a thank you, think how impressed an employer will be when you write how excited you are about the job and express an appreciation for their time in a handwritten note.

Table manners also play an important role in making a favorable impression; that’s why Career Services offers the opportunity to participate in a professional dining experience each semester. Never underestimate the importance of professional etiquette during any job search because good manners could give you an edge over the competition and help you land that job offer!