This week's focus in job club is all about maximizing your search results. What’s that quote? You miss 100% of the jobs you don’t apply for? With that in mind, the activity is a little more involved, but putting the effort in now will pay off in terms of increasing the opportunities you find to apply for.

The worksheet at the end of this document provides a guide to working through the different key words to search on and the tools to use them with. Work through it, complete the brainstorming prompts, and see where you end up. At a minimum, you should be searching on:

- Your major
- Related major(s)
- Key words related to your area of interest

And at this point in your search, don’t limit yourself geographically. Some industries are concentrated in certain geographic areas (Bay area and biotech, for example). It can be hard to tell if you aren’t finding jobs because your search isn’t robust or because there aren’t jobs in that one particular city you’ve focused on. Keeping your search geographically broad initially will help you refine your input parameters. Once you have the keywords/search terms dialed in, then you can focus on a particular location.

Check-in: Following up from last week, hopefully you had the chance to get your resume glanced over. A fresh set of eyes can be a great way to catch any little mistakes that we might not notice ourselves from having looked at something so often. If you haven’t done that yet, don’t worry. There’s still time to do that this week (and help get prepared for the Spring Career Expo next week!). Drop-in hours are available at the following times/locations:

- Johnson Hall 124
  - Mon: 12-1pm, Tues/Thurs: 10am-12pm, Wed: 10am-2pm
- Kerr A110
  - Mon-Fri: 9am-4pm

Questions/comments/concerns? The Career Development Center is here to help, so please don’t hesitate to reach out.

Cheers,

Amanda

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1. **Set your search criteria. Use onetonline.org to find job titles and keywords.**
   - List 2-3 job titles and/or technical skills you could search on:
     - What other keywords might you use based on your coursework/electives/research projects?

2. **Leverage University-specific resources, i.e., Handshake and Career Expos**
   - Find at least one company on Handshake* that hires people in your field:

3. **Identify other companies that hire in your field of study**
   - Use LinkedIn to see where OSU alumni work. Sort by Oregon State, alumni and key words from your field. Pick 1-2 companies that look interesting:
     - Use the GoinGlobal H1B Visa database* to see which companies have sponsored visas:
     - Pick one of the companies you found above and use Google’s “People also search for” result to identify similar places to work:

4. **Find the jobs. Apply what you've learned in Steps 1-3 to search the following places:**
   - Handshake
   - Indeed.com
   - Company websites
   - Job boards

5. **What have we missed? Industry professional associations? Targeted job boards?**
   - Think of 1-2 other places you could look for job postings

6. **Keep networking**
   - As you identify alumni/recruiters through the steps above, don’t be afraid to reach out for informational interviews. This is as simple as asking for phone calls or to meet with people for coffee to learn more about what they do/the organization. On-campus Career Expos and company info sessions are other great places to network.

*Links to these external sites can be found on the right hand side of Career Development Center’s Student webpage (career.oregonstate.edu/students)