If you’ve been following along with the Job Club activities*, hopefully your application materials are in order, you are finding relevant job postings, and you’re ready to start applying (if you haven’t been already!).

This week is all about those little admin tasks and managing the job search process to help it run as smoothly as possible, with tips broken down by topic area:

1. **Resumes**
   You’ve probably heard the advice to tailor your resume. And I’m guessing you have also heard that resumes should be limited to one page. (While the one page limit isn’t a hard and fast rule, if you’re being honest with yourself about what content really is relevant, chances are it will be about one page at this stage in your career.) Taken together, those two things mean that sometimes a position or activity you’d include on your resume for one application won’t be listed for another application. Rather than taking the time to re-write the resume entries each time you need to use them (or more likely, sorting through all the versions of your resume to find the time you used it and copy-pasting**), keep a master resume copy that lists everything you’ve ever done. Don’t worry about how long it goes, the point of this version is to catalog everything. Then you have a single source to pull from and edit down when it’s time to create a tailored resume for a specific application.

2. **Asking for references**
   Generally you will need to provide the names and contact information of three people who can speak to your work/abilities. Before listing someone as a reference, be sure to **ASK** if they are willing to serve as one for your current job search. And don’t just ask if they’d be a reference, ask if they can be a strong reference for you. A faculty member who only knows you from lecture won’t be able to speak to much more than your grade in the class, versus someone who knows you from your participation in office hours or lab. The more references can speak to your work, the better they can help you. Ideally the list would include at least one person who has supervised you.

3. **Keeping track of everything**
   Since you are tailoring your resume and cover letter for each position, there are a lot of documents floating around. Find a process that works for you to manage all of them. The way I like to handle it is to have a main folder “Job Search 2018” with sub folders for each application, e.g. “Company name_position”. Each sub folder contains the specific copies of “Resume_last name” and “Cover letter_last name” submitted with the application. I also recommend saving a copy of the job description in the same folder, as there is no guarantee how long it will remain available online. You’ll want all three of those documents as reference for interview prep.

4. **Leveraging technology**
   Midterms have started and so now its tests and class projects all the way into finals. Let Handshake do the search part for you. Enter all your search parameters on the Jobs page and
then click the “Create Search Alert” button on the right hand side. Now the system will alert you when positions meeting your requirements are posted (daily or weekly- your choice!). You can also “Favorite” companies in Handshake to be notified any time they post a new position to the system.

5. **Scheduling**
   Pick one or two days to browse job postings for an hour or so, and then another day when you tailor your materials and submit applications to everything you’ve found that week. If something you’re interested in comes up, you can always go for it right away, but don’t worry that you have to be searching and applying every single day.

Okay, so that was a lot! Take-aways for this week:

1. **Set search alerts in Handshake.**
2. **Start applying!**

Next week we’ll be back to our more concise format. Thanks for hanging around!

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*Recently joined? I’m happy to send along copies of the previous emails, just let me know which weeks you need.*

**Speaking from experience here. This one is absolutely a “Do as I say, not as I do” situation.**