

# Job and Opportunities Search

Whether you are applying to a job or internship, service activity, research position or other opportunity, use the following **strategies to help with the search.**

## 1. Know Yourself

- Identify your interests. When you read a position description, picture yourself doing the tasks it lists. Are they a fit?
- Be able to communicate your skills and accomplishments to employers and organizations.

## 2. Know Your Target

- Make a list of organizations that interest you.
- Set goals and track deadlines.

## 3. Create a Presence

- Clearly articulate relevant skills in your résumé and cover letter.
- Tailor your documents to each position you apply for.
- Create a thorough **LinkedIn** profile.
- Make sure that social media privacy settings portray you in a professional way.

## 4. Get Professional Experience

- Work part-time, volunteer and get an internship.
- Consider research, unpaid opportunities and job shadows.
- Join student organizations in your field and be active.

## 5. Be Open-Minded

- Be open to all types of industries and positions that will leverage your skillset.
- Look for positions in a variety of geographical locations.
- Don't focus only on the position; instead, look at the skills required for the position. You may be qualified for more positions than you think.

## 6. Consider Many Types of Organizations

- For-profits and nonprofits
- Government agencies (local, state and federal)
- Small and medium companies
- Service organizations (Peace Corps, Teach for America, etc.)

## 7. Develop a Network

- Conduct informational interviews.
- Join professional associations and clubs.
- Leverage social media to connect with professionals in your desired area.
- Attend networking opportunities provided by the university (career expo).
- Network on **LinkedIn**.

## 8. Maintain a Presence

- Periodically reach out to companies, recruiters and professionals in your network.
- Reach out to employers two weeks after submitting your résumé to see if they received it and to reiterate your interest.
- Send a thank you note within one day of connecting with a contact or recruiter.

## 9. Use OSU Resources

- Ask your network for advice.
- Visit the Career Development Center.
- Leverage your peers and professors for opportunities or advice.

## 10. Be Patient and Positive

- Start early! Depending on the position and field, searches can take months.
- Try a different approach if your current one isn't working.

### Tips

- Establish personal contact with any organization you plan to apply to.
- Meet a recruiter, call with questions about an application, get a friend to put in a good word for you or conduct informational interviews.
- Don't be anonymous!

# Job Search Resources

Resource	What it is	Type of Resource
<b>Handshake</b> Access through OSU account through <a href="http://career.oregonstate.edu">career.oregonstate.edu</a>	Platform for connecting with employers and jobs, and for attending Career Development Center events	Find jobs and internships based on interests  Discover organizations and campus career events and build a professional profile to be accessed by employers
<b>GoinGlobal</b> Access through OSU account through <a href="http://career.oregonstate.edu">career.oregonstate.edu</a>	Tool for researching application processes, visas and customs in other countries. Very helpful for international students who want to work in the U.S. and have questions about companies that sponsor H1-B visas	International job search and application guidance
<b>O*Net</b> <a href="http://onetonline.org">onetonline.org</a>	Occupational information on hundreds of careers based on U.S. Bureau of Labor Statistics data	Career preparation
<b>Buzzfile</b> <a href="http://buzzfile.com/Major/Employers-by-Major">buzzfile.com/Major/Employers-by-Major</a>	Indexing service that sorts employers in a geographic region into industries so you can find employers related to your major. Great for Ecampus students. (Not OSU-affiliated, for background research only.)	Employer research tool
<b>Oregon.gov</b>	Lists jobs and internships available in Oregon government	Job and internship search
<b>Usajobs.gov</b>	Lists federal jobs and internships	Job and internship search
<b>Indeed</b> <a href="http://indeed.com">indeed.com</a>	Employment opportunities in many industries	Job and internship search
<b>Mac's List</b> <a href="http://macslist.org">macslist.org</a>	Jobs specific to the Northwest	Job and internship search
<b>Idealist and Work for Good</b> <a href="http://idealist.org">idealist.org</a>	Nonprofit jobs	Job and internship search
<b>Chronicle Vitae</b> <a href="http://chroniclevitae.com/job_search/new">chroniclevitae.com/job_search/new</a>	Academic and faculty positions	Job and internship search

# Networking

Networking gives you a competitive edge in the market. **Eighty-five percent of job hires are a result of networking.** Your network is a web of people whom you know personally, professionally and/or academically. You can expand your web by meeting new people and through the connections of people you know. All this depends on making positive impressions.

Meaningful connections can be made during events like career expos, workshops and info sessions, and during brief and spontaneous interactions. For these moments, an **elevator pitch**—a brief introduction of yourself and your qualifications—is helpful.

## Elevator Pitch

Effective networking means knowing what to say when making a new professional connection. The elevator pitch is a great way to answer the common interview question, ‘tell me about yourself.’ It’s not a speech; it’s a two-way conversation in which you give detailed information about yourself. Make sure to ask questions and listen.

- Include your name, major, year in school.
- State what you are seeking (job or internship) and in what field.
- List one or two experiences (job, internship, volunteer, etc.) that have strengthened two or three of your skills.
- State what you know about the organization, including positions, projects or values.
- End by stating how interested you are to learn more about the organization.

### Sample Elevator Pitch

Hello, my name is \_\_\_\_\_, and I’m completing a \_\_\_\_\_ degree at Oregon State University.

I am interested in a career/internship in the \_\_\_\_\_ field/industry.

I have been involved (during college) in \_\_\_\_\_ and have developed skills in \_\_\_\_\_.

I have also worked as a \_\_\_\_\_ with \_\_\_\_\_ and discovered that I really enjoy \_\_\_\_\_.

Could you tell me more about \_\_\_\_\_?

# Career Fairs and Expos

Career fairs or career expos are valuable, on-campus opportunities to **find, meet and network with hundreds of potential employers**. Every term, employers looking to fill positions come to campus. They aren't just looking for full-time hires; they are looking for interns, summer workers, volunteers and the opportunity to just meet you. It doesn't matter if you aren't looking for a job right now; come explore possibilities for your future and build relationships with organizations. Use Handshake to find career fair dates and lists of attending employers.

## What to Expect

The day before the fair, the Career Development Center holds **mock interviews** to help you feel comfortable and prepared to meet employers.

At the expos you can expect hundreds of employers from various industries with tables offering information and job announcements. **Also, watch for field-specific sub-fairs and events for certain majors.**

Don't wait until your last year to attend the fairs! Career fairs are beneficial for students of all years and majors.

## Tip

After chatting with employers, make notes on the back of their business card so you remember the details of your conversation. This will help you tailor your follow-up.

## Steps for Career Fair Success

- 1. Stay in the loop on Handshake.** Know when and where career fairs and accompanying events are held.
- 2. Prepare your Résumé.** Use **Vmock** for a virtual résumé review in advance of the fair or come to Career Development Center drop-ins to work with a career assistant. Once your résumé is ready, print at least 10 copies to share with organizations of interest.
- 3. Do employer homework.** Research the employers planning to attend the fairs. Find companies or positions you are interested in so you can have informed conversations with them at the event. This will help you stand out from other candidates.
- 4. Know your audience.** Remember the importance of a first impression. Dress, prepare and present yourself for the position/organization you want.
- 5. Meet and greet.** Smile and offer a handshake to the recruiters. Be confident, but wait your turn to speak. Introduce yourself and ask well-informed questions. This is a conversation, not a pitch contest. Offer to leave your résumé with them and get their contact information.
- 6. Make a move.** Within 48 hours of the fair, send an email or call employers you made a connection with. Thank them for their time and reiterate what you had discussed at the fair. Make it personal and unique to them/their organization and try to set up a next step (company tour, informational interview, volunteering, application).

# Experience Outside the Classroom

Experiential learning provides **hands-on experiences outside of classrooms, a chance to clarify your career interests and expand skills** for your career. All of these experiences can also be included in your résumé.

## Jobs

**Compensated work, on or off campus, short- or long-term, part- or full-time**

- Each job is a stepping stone in your career where you develop valuable skills like communication, time management and organization.
- Aim for jobs, even part-time or summer positions, that are related to your field as they will be more compelling to future employers.
- Positions on and off-campus also guide your career and educational goals and help you discover new interests.

## Internships

**Temporary, paid or unpaid, student training experiences at a company or organization in the field of interest to gain skills and qualifications for your career**

- Internships help students figure out what positions interest them. They also show employers you have academic and real-life experience.
- More than half of all graduates in a recent survey said that an internship got them a job.
- Many OSU majors require internships, often defined as including a mentorship component and formal learning objectives.

## Study, Intern or Work Abroad

**A variable amount of time a student spends studying for a degree in a country that is not the student's country of origin**

- Study-abroad experiences show that you are well-rounded and culturally aware and are a great asset for employers.
- Study abroad can also help you discover interests in new industries, locations, programs or languages.

## Clubs

**On- or off-campus associations dedicated to a goal, activity, hobby, cause, etc.**

- Being a part of a club shows initiative and passion which employers find appealing in candidates. It highlights your non-work-related qualities that employers might relate to.
- OSU hosts hundreds of student organizations. Chances are there is one that will help you grow in your field.

## Volunteering

**Unpaid, freely chosen opportunities to help others or an organization with a project, event, etc.**

- Volunteering demonstrates generosity, initiative and investment in your community/surroundings.
- It's a way to get your foot in the door of organizations in your field or to get experience in a shorter, more flexible time than a formal job.

## Research

**A faculty-mentored or independent investigation aimed at solving important problems**

- OSU is Oregon's top public research institution, and opportunities abound. Research projects show expertise in your field and build your résumé.
- It's a great way to network and build relationships in your department, in labs or across campus.
- Research experience can be key to getting in to graduate school.

## Non-Academic Training

**Training for particular certifications relevant to the position of interest that is not required for your degree**

- Examples: A local medical clinic hosting a HIPPA training or a CPR/first-aid certification or an ad agency sponsoring a certified course in Photoshop and editing programs.
- Participating in these experiences shows your initiative and genuine interest in the field or organization and is a great networking opportunity.