

# 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

- Be able to communicate your skills and accomplishments to employers and organizations. Practice talking about your research or work in both technical and lay terms depending on your audience.

## 2. KNOW YOUR TARGET

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

## 3. CREATE A PRESENCE

- Clearly articulate relevant skills in your résumé, CV and cover letter.
- Tailor your documents to each position you apply for.
- Create a thorough **LinkedIn** profile and/or personal website where your research, projects, CV, etc. will live.
- Make sure that social media privacy settings portray you in a professional way.

## 4. GET PROFESSIONAL EXPERIENCE

- If you are light on experience, consider working in industry over the summer, volunteering or completing an internship before graduation.
- Consider independent research, unpaid opportunities and job shadows.
- Join grad student organizations in your field and be active in professional associations and at conferences.

## 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 fairs).
- 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 or university 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!

## 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 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 fair, 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 and program/focus of study.
- 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.

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 \_\_\_\_\_ ?