



## How to Find a Job

Career Services offers you help for the often daunting task of finding a job. Breaking a large task into smaller parts, makes it easier for many people. Also, using the resources we have will help you feel more confident in yourself as you go through the process. And, as with anything, practice makes perfect!

### Part 1: Getting Ready

- ✓ Know what you want and don't want in a job: hours, pay, location, duties, work environment...
- ✓ Know what you can offer employers: list your skills, education, experience, achievements and awards...
- ✓ You can also use 10-340 E to print hard copies of our online handouts
- ✓ Get Yourself Employable
  - Employers WILL look at social media, so delete anything inappropriate!
  - Make sure you have professional sounding email (school email is often a good idea)
  - Make your voicemail(s) professional (if they are not)
  - Update any LinkedIn, or similar, job search/ profile accounts
  - Make sure you own, or go buy, interview appropriate clothes

### Part 2: Searching

- ✓ If you prefer paper copies, visit the Career and Transfer Resource Room in building 10, room 340E. We have several books and handbooks on job searching in general and job searching on the internet specifically.
- ✓ Visit CSM's Career Services webpage and click on the Student Resources tab to your left. A good place to start for beginners who want general job search information is Career One Stop.
- ✓ For online searches, you want to choose the best job database for your needs (see the list on the back of this handouts)
- ✓ Once you begin searching: save your search results by writing them all down or saving them (some databases will allow you to save searches and specific jobs).
- ✓ If you find a job you love but you *don't quite* meet the requirements, apply anyway. Often, employers will allow relative experience or education to meet their qualifications or will bend the rules for the right candidate.
- ✓ You can apply for several jobs at the same time, just stay organized!
- ✓ Visit CSM's Career Services Webpage. Click the "Job Search" link to see different databases you can use to find the job that's right for you!

**Part 3: Networking**

- ✓ To get a job, you must physically meet with the employer. If you are not receiving calls for the jobs you want, you must call and/ or visit them.
- ✓ 75% of jobs are found through networking, word-of-mouth and cold calling (calling employers to ask about jobs when none have been advertised).
- ✓ Using the information below, become familiar with the common questions employers ask, how you can answer them, and work on your responses. Then, get calling and visiting!
- ✓ When visiting, remember to dress as you would if you were actually going to an interview and be sure to have your resume, cover letter, references, and completed application with you.
- ✓ Don't give up! Applying often results in MANY rejections. Keep going until you get a job!

**Create Your Own Calling/ Visiting Script****Introduction**

- “ Hello. I'd like the \_\_\_\_\_ department please.”
- “ (After being transferred to that department say...) “May I speak with the person who's in charge of your \_\_\_\_\_ workers/ the \_\_\_\_\_ hiring manager?”
- “ (Once reaching this person or if not available speak with the person answering the phone) “Hello, this is \_\_\_\_\_. I wonder if you might be able to help me with some information?”

**Inquiring about a job**

- “ (Write down 2 -3 of your assets to describe.) “I have \_\_\_\_\_ years of experience/ education in \_\_\_\_\_. I am good at \_\_\_\_\_. In addition, I am skilled at \_\_\_\_\_. Previous employers have described me as \_\_\_\_\_. I'm wondering if you might have any openings for someone with my skills?”

**If yes, then say ....**

- “ That's great! Could you tell me about the job duties? ... It sounds like there may be a match between your requirements and my qualifications. Would it be possible to meet with you in the next few days to discuss the job? How about on \_\_\_\_\_ or \_\_\_\_\_ at \_\_\_\_\_? Good, I'll see you at \_\_\_\_\_. Let me confirm your address.”

**If no, then say ...**

- “ I understand. Do you expect to hire in the near future? Great. When do you expect the position to be available?”
- “ Do you know of any other companies that might be able to use my experience? Whom might I ask for? Thank you very much for your help.”

## **Talking to Employers: Common Questions and Good Responses**

**Q. How much experience do you have?** (This question is a good sign and indicates an interest by the employer.)

**A.** "Are you looking for overall experience or in a particular area?" (Have your resume/application at hand to help you describe education or experience that might closely relate to the employer's interests.)

**Q. Send me your resume.**

**A.** Always try to meet with the employer, even if to drop off your resume. "I would be happy to send you my resume, but I will be in your area on Wednesday and wondered if I might be able to drop it off. Perhaps I could introduce myself to you at that time. Would that be possible? Great! How about 10:00 a.m.?" (Bring along a cover letter in case the employer is unavailable.)

If this approach doesn't work then ask if you can e-mail or fax your resume and cover letter. Both allow you to quickly follow up to ensure that they received them and to then ask for an interview. To prepare a targeted cover letter ask, "So that I can better understand the requirements of this job, could you please tell me about the job duties and what qualifications you are considering?" Be sure to ask for the contact's title and address.

**Q. I don't have time to talk with you now (or meet with you).**

**A.** "I understand how busy you must be. Perhaps I could call back at a better time. What's a good time of day to reach you?" (Set up a date and time for calling back.)

**Q. You'll have to talk to human resources or the staffing dept.**

**A.** "Sure, I'd be glad to call human resources, but since you work in this department I thought you might know of new openings they wouldn't be aware of yet. Are there any openings at this time?" If there are openings, ask "When I call personnel, whom should I speak to and what specific position should I mention?"

**Q. I don't need anyone right now.**

**A.** "Do you anticipate an openings in the near future?" "Are there any other departments/divisions within your company that might have a need for my skills?" "Do you know of other companies that might have a need for someone with my skills?" "Whom should I talk to?"