

# Jump Start Your Job Search

James Westhoff

Director of Career Services

992-4909

[westhoffj@husson.edu](mailto:westhoffj@husson.edu)

# Starting With You

- Assessments (If you are not sure what you want to do)
- Determining your needs (i.e., Geographic, Org. Size)
- Researching your fields of interest
- Determining types of jobs of interest
- Developing resume and cover letters that fit.
- Developing a social media professional presence
- Developing a target list of possible organizations
- Developing a systematic networking approach

# Assessments

- Online—Kuder Journey (need code)
- Paper and Pencil—Personality Mosaic
- Paper and Pencil—Interests, Values, and Abilities
- ONET Online—Can search for titles by skills

# What Are Your Needs

- What issues/ideas/fields interest you
- What type of daily tasks interest you
- What do you want from your work life
- What is important to you in other parts of your life
- Where do you want to be
- Understanding what career paths are and what they may require as you move forward

# Researching Fields of Interest

- Professional Associations
- Vault.com or Wetfeet.com
- Professional Connections (Networking contacts)
- Career Services Library
- [www.onetonline.org](http://www.onetonline.org)
- Occupational Outlook Handbook

# Resume/Cover Letters/Apps

- Tip Sheets for developing these documents
- Use books in library
- Individual appointments to work on them
- [www.quintcareers.com](http://www.quintcareers.com) has good samples by field
- Come to resume/cover letter workshop to learn specifics

# Social Media and Networking

- Developing a one minute commercial
- Cleaning up your social media sites
- Facebook, LinkedIn, Twitter, Blogging
- Developing your professional profile for LinkedIn
- Networking is the #1 thing to do to have a successful job search and having a professional presence in all phases is critical
- Develop a way of tracking your networking
- Come to the Networking Workshop

# Developing a Target List

- Chambers of Commerce Members Listings
- Wetfeet or Vault.com companies by industry
- Get local business news online (i.e., MaineBiz)
- Think about within businesses (i.e., IT, Marketing, HR, Finance, etc.)
- Professional Associations
- Networking in field



# Systematic Networking

- Developing a tracking tool (i.e, Excel, Access, Paper)
- Brainstorm connections (Friends, Family, Professors)
- Professional Associations may have listings of people
- LinkedIn is best resource to get connected
- Develop a strong summary of who you are for LinkedIn
- Start with people you are comfortable with
- Be professional always
- Go to local Association meetings
- Come to networking workshop to learn more

# Resources for Job Search

- Online Job Boards (i.e., JobsinMe.com, myjobwave.com)
- Aggregator job search sites (indeed.com, simplyhired.com)
- Job Search Sites on [husson.edu/careerservices](http://husson.edu/careerservices)
- Professional Association job boards
- Maine Career Center Job Board (Other states as well)
- Husson Eagle Career Link (Job and Internship Postings)
- Job search should be 70% networking and 30% job postings