

Job Search Strategies That Work!

Please make sure you print this guide and fill-in the information as you follow the PowerPoint Presentation.

This workshop and guide was designed specifically as a self-guided workshop, therefore the content and structure might be different than similar documents from an in-person workshop. Please contact Career Development Services if you have any questions regarding the information presented in this guide or workshop.

Slide 1: This workshop provides assistance in job search strategies for a basic and proactive job search.

Slide 2: Learning Outcomes

Slide 3: Workshop Agenda

Slide 4: Basic Job Search

Slides 5-7: Application Documents

What resources will I review: ☐ [Dolphin CareerLink](#) ☐ [CDS Website](#) ☐ [Resume Handbook](#) ☐ [Mock-Interview Handbook](#)

I need to create/edit/revise: ☐ Resume ☐ Cover Letter ☐ References

How much time will I spend each week preparing my documents?

Slides 8 & 9 – Research Companies: Assessing the Job Market

Candidates with experience

What types of employers interest you?

Write Down Skills you believe are desirable in your field.

Candidates with little or no experience

Who would you like to interview?

What skills would you like to gain from an internship?

Slide 11 & 12 – Self Reflection- Long- Term Plans

Think about and answer the following questions:

What are the top 5 job types/ industries I want?

What are some of the qualities you are looking for in an employer?

What internships might work for me?

Who can I talk to that might help?

Slide 13 – Search Plan- Questions to think about/ask yourself...

How many hours are you willing to dedicate to your job search per week? What will you spend this time doing?

Slide 14 – Employer Advice

Answer the following:

1. What do you need to do to be prepared in your job search? _____
2. How will you stand out to an employer? _____

Slide 15- Self Reflection

How many resumes will I send out each week? _____

How long will I try this? _____

How much time will I spend each week applying for positions? _____

Slide 16 & 17 – Proactive Job Search

What is the hidden job market?

How does someone engage in a proactive job search?

Slide 18 – Active Engagement - Research

How would you answer an employer's question "Why do you want to work at XYZ company?"

Slide 19 & 20 – Market Yourself

How do you define professionalism? _____

Remember to visit the Career Center, BT 1548, to prepare your marketing strategies by participating in a mock interview and receiving a resume critique.

Slide 21 & 22 – Active Engagement Networking and Follow- Up

What are different ways of networking and how can you follow-up and stay connected?

Learn about informational interviews on our website <http://www.csuci.edu/careerdevelopment/services/counseling/career-steps/experience-your-field.htm>

Slide 23 – Self Reflection

How can I make myself more marketable?

What social media platform am I comfortable using?

Who could I talk to about attending a networking event or professional development opportunity?

Things to do next...

- | | |
|---|---|
| <input type="checkbox"/> Revise Resume/Receive Resume assistance from CDS | <input type="checkbox"/> Create LinkedIn Account |
| <input type="checkbox"/> Revise Cover Letter/Receive Cover Letter assistance from CDS | <input type="checkbox"/> Talk to Faculty about Career Interests |
| <input type="checkbox"/> Visit Drop-In Counseling | <input type="checkbox"/> Attend Networking Event |
| <input type="checkbox"/> Visit Resume Clinic | <input type="checkbox"/> Attend Career Fair |
| <input type="checkbox"/> Meet with a Career Counselor | <input type="checkbox"/> Attend Graduate School Fair |