



JOB/INTERNSHIP SEARCH

The typical job search takes 6—9 months, so start yours early.

How should you plan for your job search?

1. Set goals: map out your plan and make time each week to work on your search.
2. Identify your target companies: a focused search yields the best results.
3. Create your resume and cover letter, and prepare for interviews: practice makes a better performance.
4. Initiate your search: success doesn't come to you, you go to it.
5. Follow up appropriately: first impressions count, and so does follow up.
6. Stay focused and monitor your progress: having a plan will keep you on the track to success.
7. Evaluate and negotiate offers: make sure the job is a good fit.

Getting Started...

Know Yourself and What You Have To Offer

1. Brainstorm what types of jobs interest you. Think about what classes you have enjoyed.
2. Consult the career center if you don't know what you want to do upon graduation. They may recommend you begin with a career assessment.
3. Identify and list all skills, accomplishments and personal qualities. What sets you apart from your competition?

Define Desired Job Tasks and Employer Targets

1. Define your geographic targets.
2. Identify your desired work tasks.
3. Identify sectors and industries that might be of interest to you.
4. Explore jobs you can pursue with your major.
5. Research market trends to identify which jobs are in great demand.
6. Meet with the career center to guide you.

Learn More About Potential Employers

1. Develop an initial list of employers that interest you.
2. Go to www.vault.com to research what employers are in various industries.
3. Talk with alumni, professors, staff members to find out what types of entry level jobs are out there.
4. Register with the Career Center's EmployUM to take advantage of On-Campus Interviews:
<http://www.career.olemiss.edu/>
5. Register in www.linkedin.com and join the Ole Miss Business Group to see where our alumni work. Research companies which look interesting.
6. Prioritize your list of potential employers.
7. Perform informational interviews to learn more about companies and industries and to build your network.

Create Your Resume and Cover Letter and Prepare for Interviews

1. Prepare your resume and cover letter
 - a. See additional handouts.



- b. Using what you have learned about yourself and your potential employers, tailor your resume and cover letter to each job to which you apply.
 - c. Meet with a career center staff member to review your resume and cover letter.
2. Learn how to present yourself professionally to employers.
 - a. Update email addresses and voicemail messages to portray a professional image.
 - b. Acquire appropriate attire (business suit) for recruitment events and interviews.
 - c. Learn about general professional etiquette to make a positive first impression.
3. Prepare for the interviewing process:
 - a. Review the Interview handout
 - b. Schedule a mock interview with the Career Center to evaluate your performance.
4. Practice your elevator pitch: a thirty second message to let an employer know your related interests and what makes you a highly desirable candidate.

Initiate Your Search

1. Apply online to companies that interest you.
2. Follow-up with a call into the employer.
3. Work your network: Ideally after you apply online you can also contact someone in your network to let them know you applied.
4. Apply via EmployUM for on-campus interviews.
5. Constantly add new companies to your list and continue applying.

Follow Up After Interviews, Correspondences, and Contacts

1. Send thank you letters or emails within twenty-four hours.
2. Provide requested information (transcripts, references, etc) in a reasonable timeframe.
3. Devise a process to keep track of your commitments and follow up with your contacts.
4. Note any hiring timelines and employment cycles for your preferred employers.

Stay Focused and Monitor Your Progress

1. Demonstrate Flexibility in your job search and adapt your plan to new job leads.
2. Develop realistic goals that need to be completed each week.
3. Document all job search activities and organize information such as contact names, phone number, email addresses, and important dates.
4. Accept “dead ends” and learn from your mistakes. Maintain your momentum until you have secured your perfect job offer.
5. Consult with a Career Center staff member if you are not making progress.
6. Once you have accepted an offer, remove yourself from other consideration.

Evaluate and Negotiate Offers

1. Consider the factors that are most important to you in a position.
2. Read up on successful salary negotiation tactics.
3. Determine what, when, and how to negotiate.
4. Obtain accurate salary data.
5. Draft and rehearse a script you assist you in the negotiation process.