

JOB SEARCH STRATEGIES CHECKLIST

STRATEGIES	DONE ✓	NEED TO DO ✓	NOTES
ACADEMIC DEPARTMENT (bulletin boards, faculty)			
CAREER FAIRS (Past Attendees) (check on www.easternct.edu/career)			
DIRECT CONTACT (targeted mailings & cold calls)			
EMPLOYER RESEARCH (Experience, ReferenceUSA, online resources)			
EMPLOYMENT AGENCIES (temps, temp-to-hire, permanent) • Kelly Services www.kellyservices.com • Net Temps www.net-temps.com			
Eastern's Experience Network eastern.experience.com			
INTERNET JOB SEARCH SITES • Career Services: (www.easternct.edu/career) • Riley Guide: (www.rileyguide.com) • Indeed.com: (www.indeed.com) • CT Jobs: (www.jobcentral.org/ct)			
INTERNSHIPS/VOLUNTEERING Keep in contact with previous supervisors and coworkers			
NETWORKING- (connect with professionals from informational interviews, job shadowing, internships, faculty, alumni, previous employers)			
ON-CAMPUS RECRUITING Events Calendar on CS website			
ONLINE NETWORKING SITES LinkedIn, Twitter, etc.			
PROFESSIONAL ASSOCIATIONS/ STUDENT ORGANIZATIONS (online job boards, networking events)			
WANT ADS (Newspapers, classifieds)			
OTHER:			

KEYS TO JOB SEARCH SUCCESS:

- **FOLLOW UP!** Contact the employer if you have not heard within a week or two and confirm that they have received your application or letter of interest. Send a **THANK YOU LETTER** to the interviewer(s) once you have interviewed and follow up to find out when you should be notified about your candidacy.
- **BE OPEN TO OPPORTUNITIES!** Although your first job may not be your dream job, it may lead to it and help you gain experience, develop your skills, and realize future goals! So, take advantage of opportunities that come your way!
- **Keep your RESUME & COVER LETTER current and focused!** Customize your cover letter and if necessary, your resume for each job position. Make sure your cover letter and resume focus in on why you are the best candidate for the position.
- **NETWORK! NETWORK! NETWORK!** Let *everyone* know that you are looking for a job. Make sure you **get out from behind your computer** and attend networking events through professional associations, alumni events, etc. Basically, **get yourself out there!**
- **SEEK ASSISTANCE!** Utilize Career Services and all of our resources like Eastern's Experience Network (www.eastern.experience.com)! You can find lots of helpful information on the Career Services website (www.easternct.edu/career)!
- **TRY SEVERAL JOB SEARCH STRATEGIES!** "Don't put all your eggs in one basket". If you limit your job search to one method, you will limit your options.
- **FOLLOW OTHERS' FOOTSTEPS!** Learn how others in your field of interest have been successful. Don't limit yourself to one source. Talk to faculty, alumni, family friends, relatives, and professionals in your field of interest, etc. Utilize the Alumni Association and attend events to connect with other professionals!
- **START EARLY!** Many employers recruit months in advance of the anticipated start-date. On average, it may take 1-3 months to find a job (may be less or more) but it's always better to start early and be patient and persistent!
- **Don't give up!** The job search can be frustrating, but don't give up! You never know what opportunity is around the corner, so keep focused and keep a positive attitude! Make a commitment to be proactive in your job search!



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