JOB SEARCH 101

Career Services, Franklin Pierce University
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IMPORTANT THINGS TO REMEMBER AS YOU START YOUR SEARCH

- Start early – a typical search can take 3-9 months.
- Do a thorough self-assessment to identify your strengths and skills.
- Research the companies or organizations you are interested in applying to. This will help you identify those that will be a good fit and will also help you write an effective cover letter and to prepare for your interview.
- Use a variety of job search techniques and choose those that are most appropriate for your field.
- Networking is still one of the most valuable job search techniques. Good resources for networking include professional organizations, co-workers, friends, relatives, alums, supervisors, faculty, internship sites, volunteer sites, etc.
- Use social networking sites in your search, but remember employers will also be looking for any information you have posted online.
- Always present yourself in a professional manner. First impressions count.
- Be honest and ethical throughout your search.

STEPS IN THE JOB SEARCH PROCESS

- Create a professional resume.
- Identify and research potential employers.
- Create individual cover letters for each job you are applying for.
- Contact employers, supervisors or faculty for letters of reference.
- Apply for jobs through networking contacts, company postings, jobs ads, internet sites or placement agencies.
- Practice your interviewing skills.
- Develop questions to ask during the interview.
- Send a thank you note or email following your interview.
- Weigh the pros and cons of all offers. Consider all aspects of the job including responsibilities, organizational climate, supervisory style, co-workers, hours, length of commute, travel, opportunities for advancement, educational or training benefits, retirement contributions, stock options, vacation and family leave policies, and health and dental benefits.
- Salary Negotiations: Research typical salaries for the position, geographic area and your level of experience. Take into consideration the benefit package offered by the employer.
- Accept the position that is the best fit for you at this point in your life and career.

General Job Search Websites:

www.allstarjobs.com
www.careerbuilder.com
www.indeed.com

www.monster.com
www.rileyguide.com
www.simplyhired.com

For job search questions or assistance in writing resumes and cover letters please contact Rosemary Nichols, Director of Career Services at 603-899-4045 or nicholrm@franklinpierce.edu

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