

Job Placement Assistance



Finding the perfect job doesn't have to be so tough.

Searching for a new job can be a daunting prospect for any professional. Securing the right position takes hard work, research, persistence, and good instincts. Below are some strategies to help you make the most of your search efforts:

Clarify your career goals

■ Use this time to evaluate what you want out of your career. What things would you like to be different at your new position? Write down a list of the issues that are important to you in a job, and keep these in mind during your search.

Research the market

■ You'll want to scan Internet job search sites, newspaper ads, and trade magazines. Try targeting a few companies you're interested in (whether they are advertising or not) and calling to see if they are hiring in the near future.

Network

■ Have business cards printed and with you at all times. Be thorough and creative in compiling your list of people to contact; fellow alumni and former professors can be especially helpful, but also look to your extended family and former colleagues.

Be geographically flexible

■ If you are determined to remain in one particular area, you may be limiting yourself. Explore possibilities in nearby cities; perhaps public transportation or flexible work options can minimize the stress of a commute.

Brush up on skills

■ Online or community college courses can help you keep current. You might also use this time to evaluate how your soft skills could be improved; consult friends, former colleagues, or even an online career expert for tips.

Make your case in writing

■ Ensure that your resume and cover letter are error-free – ask a friend to double-check both for spelling and grammar. Once you've had an interview, send a thank you note to the interviewer for the meeting.

Consider temporary employment

■ Professional-level temporary assignments enable you to work for companies of all sizes and across many industries. You'll gain valuable experience that just might help you land your next job. Searching for a position is full-time work in itself. By following the suggestions above, you'll be well on your way to clarifying your career goals and building skills that will serve you well in your next job – and in the future.