

Starting Your Job Search

Pacific Lutheran University
Career Development

Before you begin your job search, keep the following things in mind: 1) Job hunting is all about promoting yourself and your talents; 2) Know how your talents can benefit employers; 3) Finding a job is a job-it takes time; 4) Follow a plan, but be flexible; and 5) Don't quit until you succeed.

How to begin your job search:

- ◆ **Assess yourself.** Identify and write down your interests, skills, values, needs, and work habits. In order to determine the right work and employer for you, you need to know yourself.
- ◆ **Determine your objectives.** What type of position do you want? What job activity would you enjoy? What kind of employer is right for you? Know what you want before you begin looking.
- ◆ **Create a career portfolio.** Prepare and gather documents such as:
 - Sample cover letters, applications
 - Your resume
 - References
 - Letters of recommendation
 - School or college transcripts, certifications
 - Awards and citations
 - Business cards
- ◆ **Target employers.** Research potential employers and identify those you think might be a good fit. Find employers who have a need for your talent. Research the different companies so that you know something about them.
- ◆ **Apply.** Prepare all necessary cover letters, resumes, and supporting documentation to apply for employment at each target employer. Make sure documents look professional and then mail, fax, or email them to the person with the power to hire you. Repeat this step until you land the job you want.
- ◆ **Follow up.** If you have not heard from an employer within a week, call them and follow up on the status of your resume. Don't be afraid to leave messages.