

# Search Tips

## **Keep Good Records**

Keeping good records in the beginning will save you many headaches later on. Keep a record of all your job and internship search activities: letters and resumes you send out, information about organizations you apply to, responses you receive, copies of every correspondence (mail, fax or email) and notes from telephone conversations. It is just as important to remember what you said as it is to remember what a potential employer, interviewer or secretary said.

## **Be Prepared**

Keep a supply of updated resumes, transcripts, templates for cover letters and faxes, resume paper and envelopes, as well as stationary and envelopes (for thank you notes). Invest in a professional notebook to carry into interviews. Another great touch is to have simple business cards printed (you can find really cheap deals on the internet). It looks very professional when handing a prospective employer your business card and it is a simple way to give someone your contact information. Mock interviews are also a great way to prepare for those with little experience, or high anxiety. Ask fellow students, faculty or staff to serve as a potential employer.

## **Mid-Career Search Strategies**

Students who have already had a number of years of work experience should undertake a job search that begins early in the fall of the second year and continues throughout the academic year. The best strategy is to identify the organizations you wish to work for and begin to contact prospective employers before the time that positions become available. Go on informational interviews and use them to develop contacts and gather leads on possible openings. Apply for jobs early; it is never too early to make yourself visible to prospective employers. On that note, remember to network, network, network! Get in touch with former colleagues, CPPA alumni, fellow students, faculty and staff. You never know who might have an opportunity for you. Just as you did for your internship, create a list of prospective jobs and organizations and make contact through phone calls, informational interviews, informal contact or correspondence.

## **Pre-Career Job Strategies**

Students with less than two years professional experience are likely to be dependent on academic credentials, internship, assistantship and fellowship experience. Most of the above strategies can be adapted and applied to your job search. In addition, seek internships with potential employment opportunities. Utilize the online resources available through the website. As with the mid-career students, networking is very important...remember, whom you know might be better than what you know! Broaden your horizons...open your search to various sectors and geographic areas.

**If you ever need help with your internship and career searches, do not hesitate to ask. People are your best resources!**