



# 5 QUICK TIPS TO FIND A JOB

ONE

## STAY POSITIVE AND BE PATIENT

It's easy to get discouraged, there are fewer opportunities and more competitors today, a positive attitude will go a long way in sustaining you through the process. Be patient and willing to start at an entry level position, work hard, work your way up, and learn from those with more experience.

TWO

## VOLUNTEER OR INTERN

Gain invaluable experience and build relationships by volunteering or Interning with a relevant organization. Organizations are always looking for volunteers and offer training for free; it just may open a door you did not know was there.

THREE

## HIGHLIGHT YOUR HIDDEN ASSETS

More than likely you'll be competing for jobs with people with a similar educational background so highlight those "soft skills"; move them to the top of your resume and cover letter. In a survey of 428 personnel directors, the most important skills for applicants are oral communication skills, listening ability, enthusiasm, written communication skills, and technical competence.

FOUR

## RELY ON RELATIONSHIPS

Let people know you're looking for work; family, faculty, your friend's parents, fellow volunteers, and classmates. They can help you make new connections so keep your resume up to date so you can send it off at a moment's notice. Carrying hard copies could also be a benefit, or at least have one at your ready on your phone or tablet.

FIVE

## MAKE YOURSELF VISIBLE

Be present online, build a profile on LinkedIn and join relevant professional groups on Facebook. Be sure your "personal" online content is private. Go ahead, Google yourself and manage any unflattering content. Professional events and conferences are also great places to network, learn more about your field, and raise your profile. Don't wait for them to come to you.