



Job Search Tips for New Grads

• Getting Started •



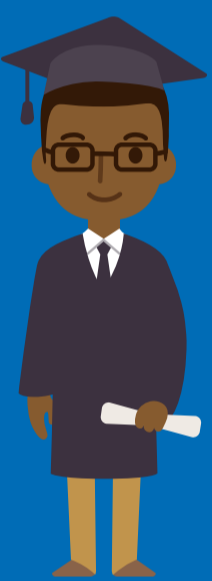
1. Consider your job search your new job (for now).
2. Resist the urge to spend your summer relaxing and socializing...
3. ...but allow yourself some time to decompress after graduation.
4. Set goals for the number of jobs you apply to daily or weekly.
5. Go after what drives your passion (but be realistic).
6. Develop a 30-second elevator pitch for yourself.
7. Clean up your social media accounts.

• Job Searching •

8. Network and utilize your contacts to find opportunities.
9. Check in with old supervisors and coworkers.
10. Attend local business networking events and job fairs.
11. Consult your school's alumni network or career center.
12. Proactively reach out to employers even if they aren't hiring.
13. Use multiple job boards and career websites.
14. Try an industry-focused job board.
15. Pursue internships.
16. Scope out the job market in your area.
17. Determine if relocation is an option.
18. Maintain realistic salary expectations.



• Applying •



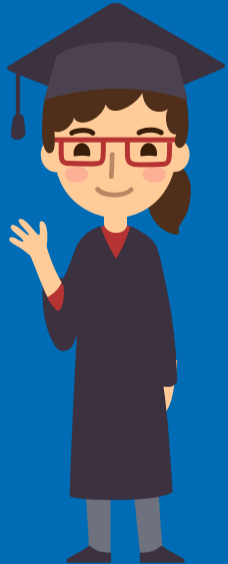
19. Research each employer before applying.
20. Polish your resume.
21. Prepare your list of references.
22. Don't batch blast your resume to every company that is hiring.
23. Spend quality time customizing each application you submit.
24. Proofread your resume and cover letter before submitting them.
25. Follow directions in the employer's job ad.
26. Keep tabs on where you've applied and the outcome.

• Interviewing •

27. Research possible interview questions in advance.
28. Rehearse your answers/hold a mock interview.
29. Bring a portfolio of work samples (if applicable).
30. Have one or two go-to interview outfits ready.
31. Arrive early.
32. Respond to all communications in a timely manner.
33. Follow up with employers if you don't hear back from them.
34. Send a thank-you letter or email after all interviews.



• Beginning Your Career •



35. Get organized.
36. Create daily to-do lists.
37. Volunteer to be a meeting notetaker.
38. Document both short- and long-term goals.
39. Ask questions.
40. Listen more than you talk.
41. Hold yourself accountable – don't make excuses.
42. Treat everyone you meet with respect.

• Final Words of Wisdom •

43. Don't be afraid to start from the bottom.
44. Strive to learn something new every day.
45. Stay positive. Job searching can be frustrating.
46. Keep an open mind.
47. Get enough sleep.
48. Never compare how you're doing with anyone else.
49. Learn from all the experiences – good and bad.
50. Understand that your degree is not a golden ticket to the workforce, so be prepared to work hard to find and land a job.

