

Job Search Timeline

	Timeline
<p>Assess your interests and explore your options</p> <ul style="list-style-type: none"> • What are your top skills, interests, values? • Start reviewing <i>Career Connections</i> each week • Conduct several informational interviews • Participate in internships, co-ops, or volunteering • Attend Career Education events: Resume Café, Mock Interviews, related Career Fairs, Etiquette Dinner 	<p>Ongoing; revisit Summer before your senior year/Early Fall</p>
<p>Focus your search and identify "Target" jobs</p> <ul style="list-style-type: none"> • Where do you want to live? • What type of industry do you want to work in? (Education, healthcare, business, finance, accounting, non-profit, the arts, government) • What specific employers? (Kirkwood School District, St. Luke's Hospital, MPP&W accounting firm, Fleschman-Hillard design firm) • Who are the people you can network with to learn more about specific opportunities? (Career Education Office, faculty, family/friends, alumni association) 	<p>Early fall</p>
<p>Sharpen your tools</p> <ul style="list-style-type: none"> • Write, revise or update your resume. Get assistance at the monthly <i>Resume Café</i>, in the Career Education Office or in the Writing Center. • Start working on a standard cover letter that can then be customized to each position you seek • Sign up for a Mock Interview held several times each semester through the Career Education Office • Attend workshops or appropriate Career Fairs related to your major • Review all the jobs posted in the weekly <i>Career Connections</i> 	<p>Early Fall and ongoing</p>
<p>Activate your job search</p> <ul style="list-style-type: none"> • Continue to network with people who can help you make connections. 80% of jobs are found through networking. • Focus your time and energy on building relationships and talking with people. • Create a target list of 25-30 organizations that fit your interests • Develop a tracking system that works for you 	<p>Fall and Spring</p>
<p>Keep going!</p> <ul style="list-style-type: none"> • The average job search can take from 3-6 months • Active involvement is the key to success • Schedule time each week for your job search • Make one call, send one resume, research one employer, develop one new networking contact each week 	<p>Spring and Summer</p>

Career Education Office, located in the University Library, 314-529-9375

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