



How to: Start a Job Search

*for students in NextGen SAM
scholarship program*

How ever can my
brilliance be captured
in a one-page resume?



Greetings!



My name is Jennifer Wood and I'm the Academic Counselor for the MESA Engineering Program.

I work with MEP students on job prep and professional development.

I am not AN EXPERT and encourage you to ask as many people as you can about how they conduct job searches and found their jobs.

Thinking about jobs...

When you were young, did anyone ask you what you wanted to be when you grew up?

What did you say?



But first, questions



- A. *what are you worried about?*
- B. *what do you already know?*
- C. *what are some ways you have searched for things before?*
- D. *what questions do you have that you hope will get answered or addressed today?*

Steps to Prep, 1 of 6



- A. Update your resume
 1. Include projects
 2. Include coursework
 3. Include research
 4. Include programs, scholarships, honors

Steps to Prep, 2 and 3 of 6



B. Prep cover letter

C. Prep list of references

1. List should be 2-3 people

2. At least one reference needs to be a supervisor or professor

3. Can have a personal reference

Steps to Prep, 4 and 5 of 6



D. Are you on LinkedIn or another networking site?
Handshake, Jumpstart, etc.

1. If so, update all the things
2. If not, create a page

E. Start mentioning to everyone that you are job hunting.
Everyone. Faculty, other students, clubs, advisors, etc. You
never know where you might hear about something.

- *Watch for workshops on these*
- *Utilize free campus log ins!*

Steps to Prep, 6 of 6



F. Get to know how jobs are posted and how to conduct searches.

^^This is our focus today. ^^

Figuring out the job market

O*Net is a fantastic resource to help you figure out search terms.

<https://www.onetonline.org/>

1. how to use the site
2. figure out names of jobs
3. figure out your Holland codes
<https://www.truity.com/test/holland-code-career-test>
4. figure out what skills, education, etc is needed for jobs
5. calculate salary based on location
6. ...and so much more!

Using the info you learned from O*Net, you can explore job search sites

Indeed

Monster

glassdoor

etc.

Understand your values, skills, and interests

- A. Understand your values, skills, and interests
 1. If you aren't able to articulate these in a brief 2-3 sentences, that's ok. Take some assessments.
 2. Here's one:
<https://montereybay.emsicc.com/assessment?radius=®ion=Tri-County>
 3. Here's another:
<https://www.careeronestop.org/ExploreCareers/Assessments/skills.aspx>
- B. Use your skills and values to figure out what types of industry to explore. For example: if you appreciate stable jobs with long-term employment, consider government or education. If you value flexibility and change, consider contract or start up work.

Practice

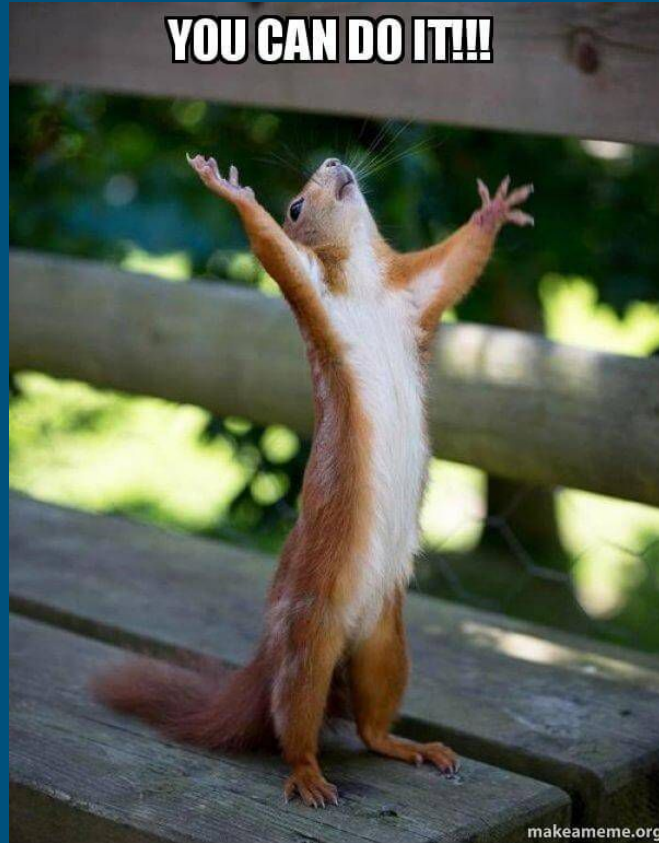
[Using a sample job description provided by an attendee, walk through it and answer questions]

Other things to remember

- A. Apply broadly. Jobs are rarely focused on one skill, and you may not find the "perfect" job
- A. Apply even if you don't have all the experience they're looking for. A job description is often more of a wish list. You don't know your competition; you may be exactly what they want. Or you could be the least qualified applicant. But don't say no to yourself. APPLY.
- B. Use the words from the job description in your resume.
- C. Prepare yourself for calls and emails.
 - 1. Set up your voice mail on your phone
 - 2. Create an email to use just for jobs, and make sure it is recognizable and professional.
 - 3. Get into the habit of checking your websites, voice mail, etc. daily or on set days. Don't leave anyone hanging. Don't call back an unfamiliar number and say, "Yeah, someone called me from this number?"
 - 4. Practice your phone voice if you need to!
 - 5. Practice putting together an email template if you need to!
- D. After interviews, it's nice to send a thank you email or message.



YOU CAN DO IT!!!



makeameme.org