Job Search Boot Camp

Section 1

Welcome to Job Search Boot Camp! I am Henry a recent intern with the UST Career Development Center.

Career counselors understand that finding a job can be a daunting task and that some students are less than eager to embark on this journey. Let’s face it—being a student has lots of perks. Unfortunately, the clock is ticking and reality will soon set in. This information is designed to help the last-minute job seeker come up with a game plan to find a job.

For fun, let’s identify some of the reasons students postpone their job search.

- “I’ve been too busy with school work.”
- “I don’t know where to begin.”
- “I still don’t know what I want to do.”
- “I’m not ready to give up college life.”
- “My plans to go to graduate school fell through.”

Any of these sound familiar? If so, you are not alone.

We’ve simplified the job search process in five simple steps:

- Self assessment
- Research
- Creating marketing materials
- Applying for jobs
- And Tips for impressing employers

Step 1: Self Assessment

From your internship experiences, part-time jobs, course work, and conversations with peers, you know that there is a wide variety of career options from which you may choose. While it may seem daunting to narrow your focus, this is the first step in your job search.

You will need to spend some time reflecting on your *experiences*, *interests*, and *priorities*. It may be helpful to take some time to reflect on the following questions:

- What are your likes/dislikes?
- What are your strengths/weaknesses?
- What are your key values? Money? Location?
- How important are “quality of life” issues such as work/life balance?

Career assessment inventories can serve as a valuable tool to help you in your career decision making process.

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The Career Development Center offers assessments which can provide insights about preferences which may inform career choices. These assessments can help you identify your particular strengths and personal preferences. This increased self-awareness can aid you in choosing a career path which best suits your strengths and preferences. A Career Counselor can help you decide what assessments you should take, and will provide interpretation and possible application of the results of the assessments.

**Step 2: Research your Career Options.**

Self-assessment will help you to identify the industry and/or functional areas that interest you. Several resources are available to help you learn about industries and companies, which in turn can help you solidify your preferences.

- The Career Development Center has purchased subscriptions to resources and makes them available for free to UST students through our Web site.
- The St. Thomas Library Database site also provides exclusive resources to students including industry outlook, company profiles, sample job descriptions and other online resources.

The next information section will deal with the Marketing and Job Application segment of your job search.

Please note: a job search is a unique experience for each person. Not everyone’s needs and experiences can be covered by a book, online tutorial, or guide.

If you have questions about your job search be sure to visit the University of St. Thomas Career Development Center for additional resources or to meet with a counselor.
Job Search Boot Camp

Section 2

Welcome to Job Search Boot Camp Section 2! I am Henry a recent intern with the UST Career Development Center.

This information section will deal with the Marketing and Job application segment of your job search.

Step 3: Create Marketing Materials

After you have determined your preferences and explored what’s out there, you are ready to create your marketing materials.

Several resources are available to assist you with drafting and polishing your resume and cover letter. The Career Development Center offers workshops: in resume basics and effective resume and cover letter writing. These workshops provide you with general guidelines for writing a resume and cover letter as well as tips for polishing your marketing materials.

We also encourage you to meet with a career Counselor for a resume or cover letter critique. A few key points:

- Your resume should not exceed one page.
- Your resume should highlight relevant experiences and accomplishments.
- You should personalize the cover letter so that it is specific to each company and position that you apply to.

Step 4: Apply for Jobs

To be an effective job seeker, it will be important to schedule time to conduct your search. Surfing the Internet while watching TV, tweaking your resume in between classes, or rushing to complete a cover letter before going out to dinner with friends isn’t going to cut it.

It’s important to understand that jobs are found in two venues: the visible job market and the hidden job market.

You will find it helpful to create a systematic strategy for researching opportunities in the visible job market.

A recommended strategy is to identify select sources where you will consistently search for postings. Sources may include the UST Career Development Center Web site, Web sites for companies on your target list, industry-specific job board sites, and professional association Web sites.

The hidden job market takes a different strategy. By hidden job market, we’re referring to those jobs that people land based on who they know, in other words through networking.
Several networking resources are available to help you access jobs in the hidden job market. St. Thomas faculty and alumni as well as professional association directories are a great resource to use.

We would also encourage you to be proactive and to follow up regarding your applications within 5 – 7 business days.

Step 5: Impress Employers

While your resume, cover letter and networking contacts will help you to get an interview, impressing an employer during the interview is what typically gets you the job. The Career Development Center offers several strategies to help you prepare for your interviews.

As a first step, we would encourage you to attend Career Development Center workshops such as Successful Interviewing and Negotiating Job Offers. These workshops will provide you with general information about interviewing, different interview styles, and second interviews.

It will also be important to review sample interview questions. Sample questions are posted on the University of St. Thomas Career Development Center Web site. They may include:

- “Why do you want to go into this field?”
- “Where do you see yourself in five years?”
- Or… “Tell me about a time when you learned from a setback.”

In addition, we would encourage you to participate in a mock interview with a career counselor. As part of your preparation, be certain to carefully plan your clothing for the big day. To impress an employer, be sure to dress in business attire. Finally, follow up with your interviewer by sending him or her a “thank you” E-mail or letter within 24 hours of your interview.

The University of St. Thomas will continue to support you in your career endeavors beyond graduation. We offer several services for alumni. If you would like to meet with a career counselor for an individual counseling appointment even after you graduate, please contact the Career Development Center.

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