

Job Search Methods

There are many ways of looking for a job and each method has its pros and cons. Presented below are some of the most popular ways of looking for a job.

Methods	Pros	Cons	Hints
<p><u>Internships</u> Register for Tritonlink and search for internships opportunities. Talk to career advisors and or conduct online research opportunities</p>	<p>Opportunity to try out a career. Develop job related-skills. Increase your employment marketability and job prospects. Expand your networking contact list.</p>	<p>Requires time commitment and may not lead to a permanent job offer.</p>	<p>Create “job agents” in Tritonlink to receive automatic notification on new job postings. Consider approaching a targeted company and create your own internship.</p>
<p><u>Career Fairs</u> Research participating employers and their recruiting positions from Career Services Center website prior to attending the fair. Be prepared to communicate about yourself, your skills and interests, and what you have to offer.</p>	<p>Easy access to companies targeting college students for employment. A terrific opportunity to gather information about companies. Find internships and job openings, and network with company representatives.</p>	<p>There may be fewer companies for non-technical and non-business candidates.</p>	<p>Focus your time on employers that match your interests. Prepare several targeted resumes for specific fields or areas of interests.</p>
<p><u>Networking</u> Talk to everyone you know to develop a list of possible contacts. Ask for information on job/companies. Circulate your resume.</p>	<p>May learn of unadvertised openings. May result in a courtesy interview. Often results in a closer match of your interests to a job.</p>	<p>A contact in itself is not enough to get you a job. You may exhaust all leads without landing a job. Quite time consuming.</p>	<p>Follow through on all leads. Keep broadening your network of contacts.</p>
<p><u>Employment Agencies</u> Respond to employment agency ads in newspapers; check phone book for names of agencies to contact (e.g. Google, Book of List etc.)</p>	<p>Fee-paid jobs for graduates with marketable experience.</p>	<p>You need to prepare. Be ready to articulate your job related skills and experience.</p>	<p>Identify agencies that specialize in your field. Make frequent contact with your advisor to obtain better service.</p>
<p><u>Online Search</u> Scan job vacancies on hundreds of databases. Email cover letter and resume tailored jobs.</p>	<p>Actual job openings. Many employers use a wide variety of job listing services. Many listings have free to low cost access. Worldwide geographic reach.</p>	<p>Competition is growing as use of the Web increases. Many jobs listed are technical in nature; though the visibility of non-technical fields is growing.</p>	<p>Use the Web frequently as information and sites change quickly. May need to conduct your search at off-peak times (early morning or late at night).</p>
<p><u>Want Ads</u> Scan want ads. Send resume with cover letter tailored to specific job qualifications.</p>	<p>Involves minimal investment of time in identifying companies. Resume and cover letter are sent for actual job openings.</p>	<p>Resume and cover letter will compete with large number of others. Ads follow job market; least effective in times of economic downturn.</p>	<p>Use as a meter on job market in a certain geographical area. Try to get your materials in as early as possible.</p>
<p><u>Campus Interview Programs</u> Attend a Campus Interview Program meeting; register with Career Services Center. Monitor job postings daily.</p>	<p>One of the primary ways in which companies recruit for technical and business positions.</p>	<p>Tends to favor larger companies with resources set aside for college recruiting.</p>	<p>Check postings each week for interviewing opportunities. Use postings as a way to identify possible employers.</p>
<p><u>Targeted Mailing</u> Develop good cover letter tailored to a specific type of job and the needs of the company. Send letter with resume to selected companies</p>	<p>Better approach than the mass mailing method. Investment of time and effort should merit stronger response from employers.</p>	<p>Requires a significant investment of time in researching companies and writing cover letters as well as following up with contacts.</p>	<p>Find out who is in charge of the area in which you want to work; send your materials to that person. Great method when used in conjunction with networking.</p>
<p><u>In Person Visit</u> Visit many companies. Ask to see person in specific department. Submit resume and application, if possible.</p>	<p>Resume and application are on file with the company.</p>	<p>Requires a great deal of time to make a relatively small number of contacts.</p>	<p>Research the companies prior to your visit; ask for a specific person or ask about a specific type of job.</p>

Source: MBNA Career Services Center, www.sa.psu.edu/career, with minor modifications by UCSB Career Services.