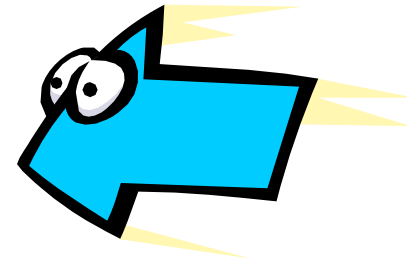


How to Conduct a Successful Job Search

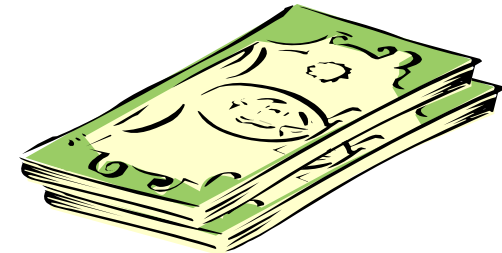


OFFICE OF CAREER SERVICES
HARVEY MUDD COLLEGE *Your Future Opportunities*

1. Get Serious!

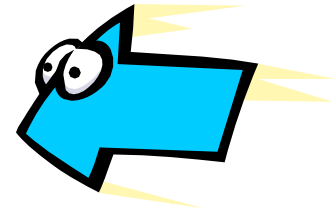


- ⇒ Identify your criteria
 - ⇒ \$\$\$\$\$
 - ⇒ Geographic locale
 - ⇒ Experience
 - ⇒ Specific skills



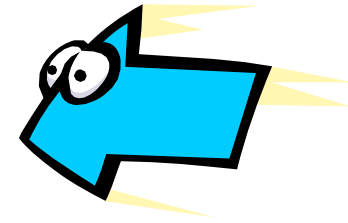
**Do more than just talk
about it!**

2. Prepare Your Resume



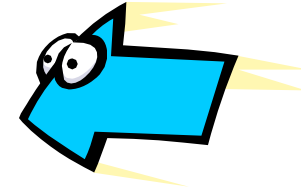
- ⇒ Have a focused objective
- ⇒ List courses relevant to your objective
- ⇒ Describe experience relevant to your objective
- ⇒ Your resume may need to be “tweaked” depending on your objective
- ⇒ The purpose of the resume is to get an interview, so give the reader a reason to interview you!

3. Compile Your Hit List



- ⇒ Establish your criteria to identify hit list of companies
- ⇒ Start with a list of 25-30 companies
- ⇒ Register & post resume on www.monstertrak.com in order to use the Claremont College joint on-campus recruiting schedule called InterviewTRAK
- ⇒ Select Full-time Entry Level Jobs OR Internship/Externship to see all the internships in the National Internship Consortium (15 colleges)
- ⇒ Identify companies of interest; click-and-submit

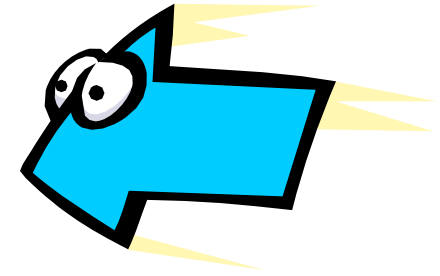
4. Research Companies



- ⇒ Research your 25-30 companies to identify “relevant” skills
- ⇒ Incorporate the information in your resume/cover letter
- ⇒ Check to see if HMC alumni work at any of these companies

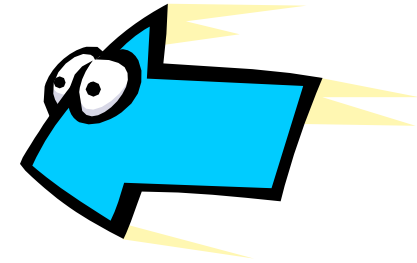


5. Write Cover Letters

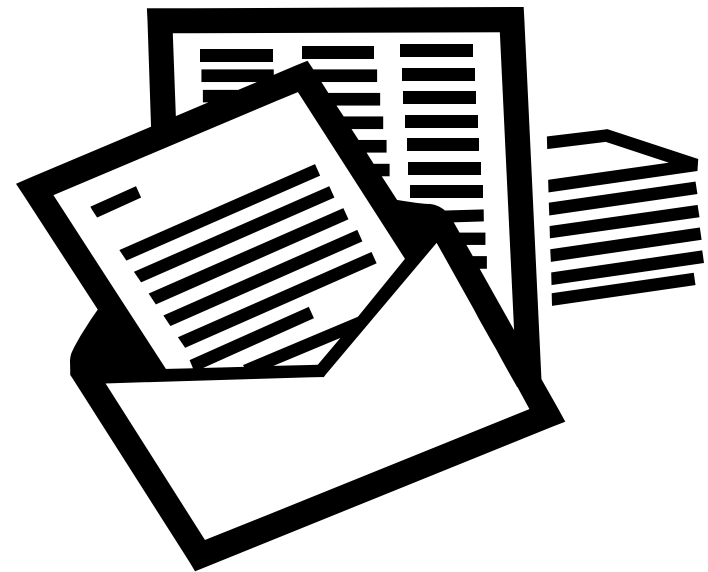


- ⇒ **Introduce yourself & your interest in company**
- ⇒ **Name drop if applicable**
- ⇒ **Expand on relevant areas of resume**
- ⇒ **Your cover letter serves as a demonstration of your writing ability**

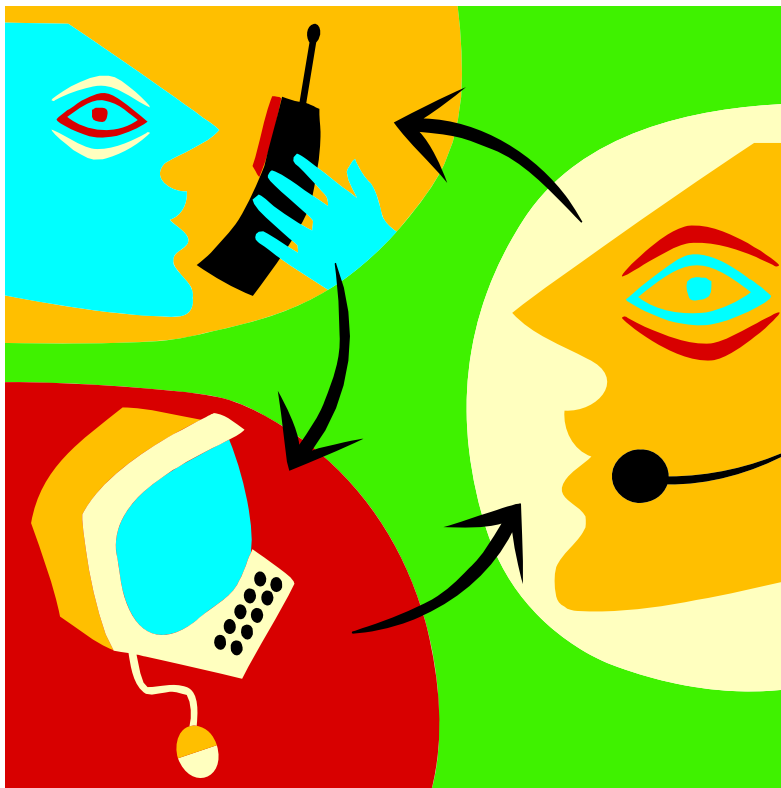
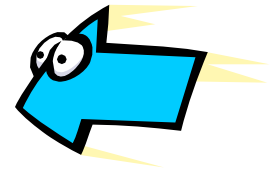
6. Mail Resumes/Letters



- ⇒ Email, U.S. mail, fax, personal visits
- ⇒ Wait 5-6 days, follow up with a phone call, when possible
- ⇒ Ask if additional info is required, or if there is an application to be filled out or if you have any questions about qualifications?

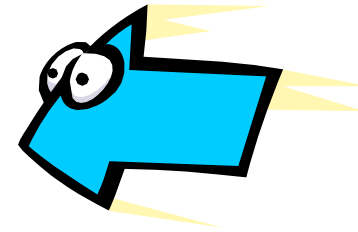


7. Follow up is IMPORTANT!



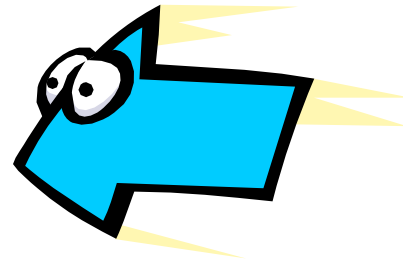
- ⇒ Call or email every 5 – 7 days to inquire about status of candidacy/jobs
- ⇒ Continue to check out MonsterTRAK's InterviewTRAK; click & submit if you qualify for a position!
- ⇒ Watch for the OCS weekly newsletter regarding on-campus recruiters.

HOT TIPS!



- ↑ Prepare “focused” resumes & cover letters
- ↑ Present yourself as the “ideal” candidate
- ↑ Develop a strategy & be persistent
- ↑ Network! Network! Network!
- ↑ Be creative in your job search—think outside the box

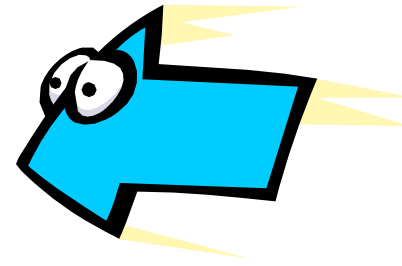
Think INTERVIEW!



- ⇒ Be prepared for an interview
- ⇒ Your time to “Shine”
- ⇒ Know why you are the best person for the job
- ⇒ Know why you want to work for this company
- ⇒ Have 3 references ready when asked



Resources



↳ www.monsterTRAK.com

↳ <http://www.nsf.gov/crssprgm/reu/index.jsp> - REU website

↳ http://www-ed.fnal.gov/doe/doe_labs.html - DOE website

↳ Employer Database

↳ Alumni Directory

↳ <http://www.50states.com/news/>

Where do YOU want to work? How are YOU going to get there?

- ⇒ How much time are you willing to devote to your job search?
- ⇒ How flexible are you willing to be?
- ⇒ How important is it to you?
- ⇒ Winter and Spring breaks are good times to get serious...Get moving!

