



# How to Job Search Effectively

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## A. The Basics

**1 Network.** **Networking is** the process you use to “acquire internal referrals” who can help advocate for you in your job search.<sup>1</sup> It’s one of the very best ways to find a job, get advice, find mentors, and choose a career. Be genuine—as an extension of your existing social life, networking is about “building organic relationships rooted in professional respect.”<sup>2</sup>

**Start with who you know.** People who already know and care about you—family, friends, classmates, professors, etc.—are interested in seeing you succeed. Let them know what opportunities you’re looking for, and ask them who they know who might hire you.

**Informational interviews. Ask for advice—not jobs!** One of the best ways to get a really great job is through **informational interviews**, where you interview someone to **ask for advice on their career, industry, and the culture of a potential workplace.** Why? People feel flattered that you asked for help; people like to talk about themselves; and people like to build relationships.<sup>3</sup>

**How to do it?** See **Aw#tion**

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**2 Research specific jobs.** Search for industries, read about them, and make notes on what sparks your interest and what doesn't. Read about specific employers in the industries that look interesting to you. Do lots of informational interviews (see **Networking** section above). Talk to faculty, Academic Advisors, parents,

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tweets. If you want to maintain a good professional reputation, avoid posts with vulgar and discriminatory language, and consider the impact of sharing political posts.

**Appearance.** Obviously, you should dress professionally for job interviews. You should also dress professionally for job fairs, networking events, employer site visits, and even attending a speaker series. Basically, dress professionally any time there's a good possibility of meeting someone who could hire you.

**Everyday dress.** There is nothing wrong with choosing to wear jeans and t-shirts every day—just be aware that how you choose to dress daily will influence others' opinions of you. Imagine if the CEO of your dream company happened to be on campus and you got to shake her hand—while wearing a T-shirt and pajama bottoms! Do you think you'll get hired? Don't blow the opportunity!

**Reputation.** Always be kind and reliable. Keep commitments, show up on time, watch what you say and how you engage with others. Employers may call any mutual connection to find out about the real you. So, just be a nice person—who wants to hire a jerk?

**Business cards are part of adulting.** Why would a student carry business cards? Because professionals always exchange business cards when they first meet. If you've got a card, you look like a professional adult, instead of just a college "kid". You can cheaply and easily get business cards

people who don't need to be. And always proofread before sending! See the

**On campus:**

T-Bird Campus Jobs ([my.suu.edu](http://my.suu.edu) Apps T-Bird Campus Jobs). All jobs on the SUU campus are listed here.

**Off-campus:**

Handshake ([my.suu.edu](http://my.suu.edu) Resources Handshake). Click "Jobs" then search by "Cedar City" in the location field, or "LOCAL JOB" in the job title Utah Department of Workforce Services ([jobs.utah.gov](http://jobs.utah.gov))

**2 Search for internships. Remember that (almost) anything counts.** Did you know you can receive academic credit for nearly any job if it matches your academic studies? Check with your department to see if the jobs you're considering might qualify.

**Network.** Reach out through your network, or contact employers directly and ask if they have internship opportunities available. Note that some internships may be unpaid.

**Search postings.** See list in **Resources**

**Think long-term.** Try to find internships that could lead to full-time job offers.

**3 Search for full-time / career positions**

**Network.** Yes, we're repeating here—networking is by far the best way to get a long-term job position. See above for details.

**Internships.** Internships are a great way to get an extended job interview—if they like you, it's very likely they will offer you a full-time position when you graduate.

## C. Resources

### 1 Job exploration

SUU Career Research Resources: [suu.s](https://www.suu.edu/suu/s)



**Government:** USA Jobs: [usajobs.gov](https://usajobs.gov) Utah State Jobs: [statejobs.utah.gov](https://statejobs.utah.gov)  
GovernmentJobs.com: [agency.governmentjobs.com/utah](https://agency.governmentjobs.com/utah)  
National Science Foundation (research opportunities): [nsf.gov](https://nsf.gov)  
Police Jobs: [how-to-become-a-police-officer.com/jobs](https://how-to-become-a-police-officer.com/jobs)

**Utah:** KSL Jobs: [jobs.ksl.com](https://jobs.ksl.com)  
Utah Department of Workforce Services: [jobs.utah.gov](https://jobs.utah.gov) (**not just government jobs!**)

**Freelance Jobs:**