

## CBAT CAREER SERVICES: JOB SEARCHING

1. **MENTAL TOUGHNESS:** Be persistent—and flexible. Flexibility opens more doors.
2. **BRANDING:** What do you offer an employer that is unique? How can you add value to the employer? *Help the employer view you as an asset. Consider sharing a portfolio, github, website on your resume, LinkedIn profile or application.*
3. **TIME and GEOGRAPHY:** Typically, it takes 3-6 months to find a job in a good economy. This timeframe extends if you seek a very specific position in a small geographic area.
4. **KEY WORDS—TELL and SHOW:** Make sure you are tweaking your resume, including key words from the job description, as you apply for positions. Be sure you not only include the key words, but also *show in the experience section* how you have applied this particular skill or strength—on the job, in a team project from class, through community involvement, etc.
5. **NETWORKING—OLD FASHIONED AND ELECTRONIC:** Networking is critical—both the “old fashioned” version of person-to-person (sharing your resume with co-workers, parents of friends, people from school, clubs, etc.) as well as electronically through LinkedIn. Networking is how most people find out about jobs, and *you should begin long before graduation.*
6. **ORGANIZATION:** Use Excel to track your applications/networking activities. Have columns for company name, job title, date of application, date of follow up. For networking, track contact name, email, phone, what you did with the person (get coffee, share resume, seek advice) and when you followed up. This is all about *building relationships.*
7. **LINKEDIN—FOLLOW AND KEY WORDS:** On LinkedIn, be sure to *follow companies of interest* and *include key words* that appear in job descriptions you plan to pursue.
8. **SHARE RESUME WITH INSIDE CONTACT:** When applying for jobs with large companies, share your resume with someone you know who already works for the company so he/she/they can share with HR.
9. **TEMP POSITIONS:** Consider temp jobs, which can lead to full-time positions.
10. **JOB BOARDS:** Favorite job boards include: [www.indeed.com](http://www.indeed.com) and the jobs tab on LinkedIn.
11. **VOLUNTEERISM/COMMUNITY INVOLVEMENT:** Use community involvement as a way to network. EX: Volunteer position at a library turned into a part-time position.
12. **PROFESSIONAL MEETINGS:** Attend professional meetings that provide exposure to the types of jobs you are interested in seeking. For example, attending a SHRM chapter meeting in your area may be a good way to network with HR professionals. Think AGC, TSCPA, IEEE, ACM, APICS, and more. Professional club meetings often host alumni as guest speakers.
13. **YOUNG PROFESSIONAL SOCIALS/MEETINGS:** Also, attend Young Professionals socials and meetings in your area. Students can get jobs through their peers as well as alumni.
14. **STAY CONNECTED TO CBAT:** Keep checking my emails for jobs or internships. Positions are shared and pushed out to students via CBAT Connect.
15. **ALUMNI SERVICES:** As an alum, you are very welcome to use the CBAT Career Services office as well as attend events such as CBAT@Work (fall) and CBAT Career Fair (spring).
16. **CBAT CONNECT:** Log on to CBAT Connect, our career information management tool sharing information on jobs, internships, events, resume support, appointment scheduling and more. To log in, [click on CBAT Connect](#) and enter your ETSU email address. Click on “next” and then enter your ETSU Password. Use the left navigation to explore the platform.
17. **HANDSHAKE:** University Career Services offers Handshake as a tool for job search. Visit their webpage to access by using your ETSU user name and password.