



Job Search Hacks

Searching for a job can feel overwhelming, so it's helpful to break it down into manageable parts. **You don't have to do all of these, and there is no specific order.** For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

You can receive assistance for every aspect of the job search in Career Services...and you don't have to do it all during business hours. Start by checking our web site (www.wtamu.edu/career) for lots of links and helpful information.

Know yourself.

<input type="checkbox"/>	I have identified my personal strengths. (www.wtamu.edu/strengthsquest)
<input type="checkbox"/>	I have met with a Strengths coach to learn how I can use my strengths in the workplace. (Schedule an appointment at www.wtamu.edu/career → Handshake)
<input type="checkbox"/>	I have taken the My Plan assessment to learn more about my personality, interests, and values. (www.wtamu.edu/career → Career Exploration → Career Assessments → My Plan)
<input type="checkbox"/>	I know careers/job titles related to my major. (www.wtamu.edu/career → Career Exploration → What Can I Do With This Major?)
<input type="checkbox"/>	I can name three careers/jobs that I plan to pursue (Plan A, B, and C).
<input type="checkbox"/>	I have researched marketable skills, and have identified ways to improve my skills for the workplace. (www.wtamu.edu/career → Professional Development → Marketable Skills)
<input type="checkbox"/>	I have met with a career coach to assist in my career search. (Schedule an appointment at www.wtamu.edu/career → Handshake)

Know where you want to work, and what you want to do.

<input type="checkbox"/>	I have researched organizations or companies that might hire someone with my major and skills. (To learn more about outcomes for recent WT grads, visit www.wtamu.edu/career → Career Outcomes → Employment and Salary Data)
<input type="checkbox"/>	I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic locations for jobs, etc.
<input type="checkbox"/>	I have identified at least 10 potential employers for the type of work I'm seeking.

Get ready for the search.

<input type="checkbox"/>	I have activated and completed my profile in Handshake. (www.wtamu.edu/career → Handshake)
<input type="checkbox"/>	I have connected with Career Services on social media to see events & opportunities. (Twitter, Facebook, Instagram - WTCareer)
<input type="checkbox"/>	I have attended a resume workshop. (For a schedule of workshops, visit www.wtamu.edu/career → Calendar)
<input type="checkbox"/>	I have utilized VMock for my first resume review, and I have had a second review with a staff member in Career Services. (www.vmock.com/wtamu ; Make an appointment at www.wtamu.edu/career → Handshake)
<input type="checkbox"/>	I have prepared a portfolio or gathered work samples to highlight my experience, skills, and talents.
<input type="checkbox"/>	I have developed my "30-second speech" (elevator pitch).
<input type="checkbox"/>	I have identified professionals in my field to contact for an informational interview. (Learn more at www.wtamu.edu/career → Career Exploration → Informational Interviewing)
<input type="checkbox"/>	I have identified at least three individuals who will serve as references.
<input type="checkbox"/>	I have developed my interview skills by reviewing the online interviewing workshop, practicing my responses to typical interview questions, and preparing good questions to ask the employer during the interview. (www.wtamu.edu/career → Professional Development → Workshop Information → Interviewing Workshops)
<input type="checkbox"/>	I have completed a mock interview. (www.wtamu.edu/career → Professional Development → Mock Interview Program)
<input type="checkbox"/>	I have interview clothing that is appropriate for the field in which I plan to work. (https://www.pinterest.com/wtcareer/boards/)
<input type="checkbox"/>	I set up my voicemail and have a professional message in case an employer calls.
<input type="checkbox"/>	I have a neutral/professional email address to share with employers.
<input type="checkbox"/>	I have prepared myself with work experience through related part-time jobs and/or internships. (Learn more at www.wtamu.edu/career → Job Search → Internship Information)

Start searching.

<input type="checkbox"/>	I attend every career fair related to my career goals. (For a schedule, visit www.wtamu.edu/career → Calendar)
<input type="checkbox"/>	I have uploaded my resume(s) to Handshake, and fully completed my profile. (www.wtamu.edu/career → Handshake)
<input type="checkbox"/>	I regularly check Handshake for career opportunities, and read the appropriate job-search resources for my field(s) of interest. (wtamu.edu/career → Handshake)
<input type="checkbox"/>	I follow up on every interesting job lead.
<input type="checkbox"/>	I have created a LinkedIn profile, joined groups related to my career goals, and have developed a list of potential networking contacts and keep in touch with them. (www.linkedin.com www.wtamu.edu/career → Professional Development → Workshop Information → LinkedIn Workshop)
<input type="checkbox"/>	I follow up after sending my resume and cover letter with a phone call or email to each employer requesting a job interview.
<input type="checkbox"/>	I send thank you letters or emails to every person who interviews me or provides me with a job lead.