

Finding and Making Opportunities

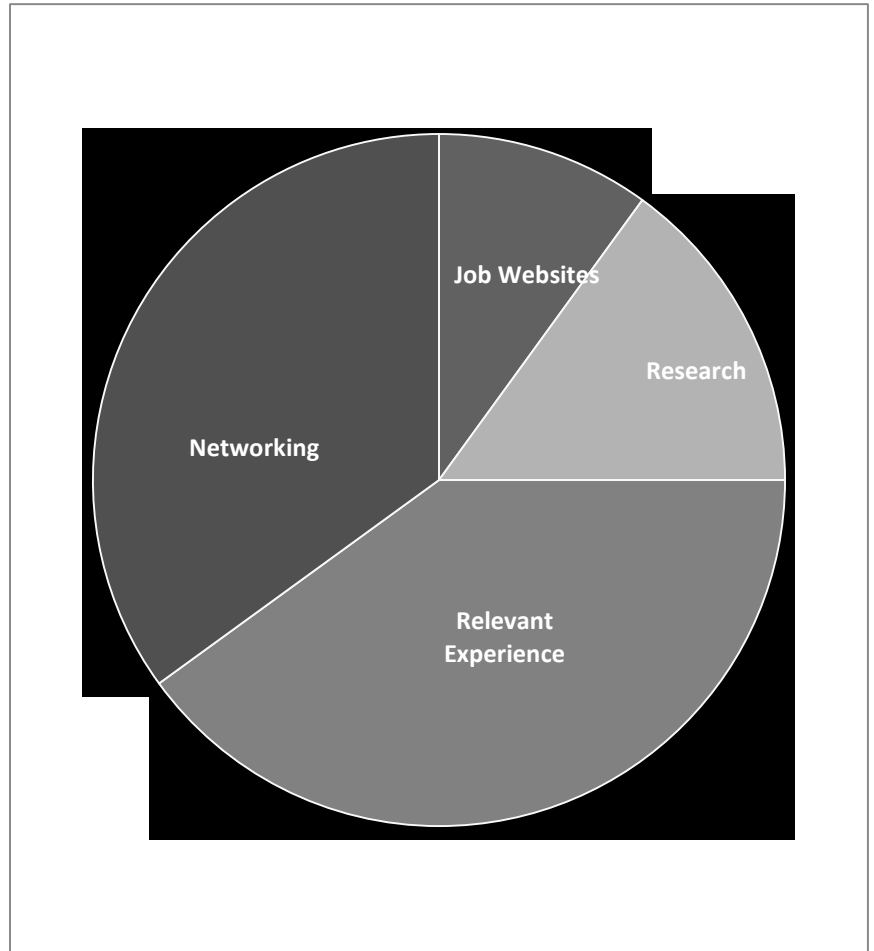
Searching for a job is a time and energy consuming process. Distributing your energy by using different approach strategies can help you along the way.

Job Websites: Spend a small amount of time bookmarking five to ten job listing sites and visit them weekly to check new job postings.

Research: Allot some time to researching five to ten organizations or companies you would want to work for. Bookmark and track all employment sites posted by these organizations or companies frequently.

Relevant Experience: Now designate half of the remaining time towards gaining experience relevant to your field of interest by interning or volunteering at companies and non-profit organizations or joining on-campus or professional organizations.

Networking and Informational Interviewing: Spend the last chunk of your time contacting everyone you know and everyone they know to learn about your fields of interest and ask for advice.



The Employer's View on Filling Job Vacancies

People hire who they know and who they like. Small and medium sized companies and organizations do not have the resources to train new employees. Employers look to hire people they know. They do not like sifting through hundreds of resumes and cover letters to find "ideal candidates." Keep in mind the top ways companies go about hiring individuals:

1. They promote from within (therefore, take any job in the company of your choice to get known).
2. They take applicant recommendations from current employees (so talk/network with everyone).
3. They hire from the intern pool (do internships!).
4. They hire people they like (if nothing else, always be likeable!).