Finding New Opportunities

Searching for a job can be an overwhelming process. **Use the “10 plus 10 plus 10” tool** as a way to focus and organize your time and energy.

**First 10**

Find 10 job listing websites that contain jobs or internships you can apply for realistically. Include sites such as Handshake, Idealist, USAJOBS.gov, etc. Mix and match, but be actively looking on around 10 websites at a time. Have the websites email you similar kind of opportunities, or schedule on your own calendar when you will visit the websites (daily? weekly?).

**Second 10**

As you read through and build your first 10, take note of the job or internship **TITLES** you come across that seem possible. Build up a list of around 10 titles that might fit you. Knowing what a job is called (Project Coordinator, Assistant Editor, etc) is a powerful way to quickly sort through the overwhelming numbers of otherwise irrelevant opportunities out there.

**Third 10**

Finally, find 10 companies or organizations you would like to work for, and settle in to learn all about them. Bookmark where they post any openings (“Careers” or “Work for Us”) and, of course, apply to any realistic opportunities. Then read every webpage and start networking. Find people who work at your top companies, and with **Informational Interviewing** skills, talk to them. Ask for advice how to become a great candidate for any future openings. They may say you need to do an internship, or get a certification. So, do what they say. Then keep lurking, keep talking with people, and keep on applying for openings.

“Ten” is not a magic number. It is just about opening yourself to a larger world, but still limiting it so you don’t feel run over and exhausted. Truly, your best option is to talk to as many people as you can, being as articulate as possible about what you want and where you want to be, **BECAUSE**...

The Employer’s View on Filling Job Vacancies

**People hire who they know and who they like.** Let’s say that again: **People hire who they know AND who they like.** Employers look to hire people they know. They do not like sifting through hundreds of resumes and cover letters to find “ideal candidates” (this takes way too much time). Here are the top ways companies hire 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! Get known! Be likeable!)
4. They hire people they like (so, if nothing else, always be friendly and likeable in every interaction!).

**People hire who they know and who they like.**

So, get known (by networking or doing internships) and be liked. Period.