

# JOB SEARCH ESSENTIALS

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*Career development has enough handouts to keep you busy reading for days. But if you're looking for the bare essentials, look no further than this pared down list of resources to help you with your search.*

## **Resume/Cover Letter:**

Having a finely-tuned resume and cover letter is crucial to your job search. Career counselors are available to help you develop and perfect these documents.

*Your resume should:*

- Be formatted consistently throughout
- Be employer-focused (what you can do for the employer, not what the employer can do for you)
- Highlight your accomplishments and skills

*Your cover letter should:*

- Be tailored to each position (never use a form letter)
- Be addressed to a specific person whenever possible, instead of "To Whom it May Concern"

## **Websites to use:**

- Register on CalvinLink at [www.calvin.edu/career](http://www.calvin.edu/career) to view jobs sent to the career development office
- <http://college.monster.com> or [www.careerrookie.com](http://www.careerrookie.com) both feature entry-level positions and internships
- [www.indeed.com](http://www.indeed.com) is a search engine for jobs, allowing job seekers to find jobs posted on thousands of company career sites and job boards
- For jobs with the Federal U.S. Government, go to [www.usajobs.gov](http://www.usajobs.gov)

## **Networking:**

- Start thinking about all those friend-of-a-friend, parent-of-a-roommate, etc. connections that you have. Call your networking contacts and ask for advice.
- Most jobs are filled through personal connections, so make sure all of your contacts know that you are looking for a job!
- Expand your network by utilizing online networking tools, such as LinkedIn ([www.linkedin.com](http://www.linkedin.com)) or uKnight for Calvin alumni ([www.calvin.edu/alumni](http://www.calvin.edu/alumni)).
  - Not sure how to get started with online networking? The following websites may be helpful:
    - *Getting started with LinkedIn:*  
<http://learn.linkedin.com/students/step-1/>
    - *How to build a professional profile:*  
<http://careerservices.linkedin.com/Build-A-Professional-Profile.pdf>
    - *How to network professionally online:*  
<http://careerservices.linkedin.com/networking-professionally.pdf>

## **Job Fairs:**

Attend job fairs to meet company recruiters. Bring multiple copies of your resume, dress professionally, and research (prior to the fair) the companies that will be attending. Check the career development website at [www.calvin.edu/career](http://www.calvin.edu/career) for a list of upcoming job fairs.

## **Career Development Web Site:**

Check our website ([www.calvin.edu/career](http://www.calvin.edu/career)) for handouts, job searching links and many other resources.