

JOB SEARCH ESSENTIALS

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 on 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"

Web sites to use:

- Register on CalvinLink at www.calvin.edu/career to view jobs sent to the Career Development office
- www.careermatrix.com lists jobs in the Grand Rapids area (and Michigan)
- www.monstertrak.com is the part of the nation's leading online job listing service and features entry-level positions and internships
- 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.opm.gov

CareerSearch:

CareerSearch is an online database which helps job seekers identify employers by industry and by geographical areas in the U.S. and Canada, and provides names of contacts at those organizations. CareerSearch lists businesses and organizations, *not* job openings. (Another way to find companies in a geographic area is to obtain a directory of businesses from the local **Chamber of Commerce**).

How to use CareerSearch

- Obtain the user name and password from the Career Development office
- Search for employers in your field of interest and preferred geographic area
- Conduct further research by looking up Web sites of employers that interest you
- Send your cover letter and resume to organizations that interest you

Networking:

Start thinking about all of those friend-of-a-friend, parent-of-a-roommate, etc. connections that you have. Call your networking contacts and ask for advice. Utilize online networking tools, such as LinkedIn (www.linkedin.com) or uKnight for Calvin alumni (www.calvin.edu/alumni). Most jobs are filled through personal connections, so make sure all of your contacts know that you are looking for a job!

AlumNet:

Career Development has a list of Calvin alumni who have offered to provide career-related assistance to other Calvin folks. The directory, organized by zip code, is currently available in hard copy in our main office and in the Career Resource Center (2nd floor of Hekman Library).

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 Web site at www.calvin.edu/career for a list of upcoming job fairs.

Career Development Web Site:

Check our Web site (www.calvin.edu/career) for handouts, job searching links and many other resources.