

Job Search Strategies

- Creating an effective Handshake profile:
 - Include an objective- a coherent story of your career interests.
 - Include plenty of keywords to describe yourself and your skills.
 - Upload your resume, and make sure to update it each semester.
 - Complete the entire profile and add references if possible.
- Set up a job search agent so you receive an email notification every time a new job is posted.
- Complete everything on your online application, even if the information is already in your resume. Never leave anything blank, and include as much information as possible.
- Never leave out salary information/ desired salary range, as this could cause you to be screened out of the candidate pool. If possible, enter “Not applicable” for salary history, and “negotiable” for desired salary. If the application requires you to enter a number, be truthful.
- Add value to your resume by participating in a student organization-led project, hackathon, or research opportunity.
- Be mindful of online privacy; never share your date of birth or your SSN until you’ve been hired.
- Attend informational and on-campus interviews to develop potential leads for jobs.
- Attend conferences to widen your network:
 - Present at the conference.
 - Research attendees and presenters. Prepare questions to ask presenters.
 - Practice your elevator pitch to use at the conference.
 - Initiate conversations.
 - Network informally- stay at the hotel hosting the conference, talk to other attendees during meals, etc.
 - Get contact information for the people you meet and stay in touch.
- Attend career expos and internship fairs often to learn more about current opportunities.
- Set a goal to contact at least one person from your network per week, starting with your strongest relationship. Follow up with leads immediately, and let your contact know you have done so. Afterwards, send them a thank-you note for their time.