COLLEGE OF EDUCATION
Career Services

The Job Search

Plan your job search like you would plan a once-in-a-life-time road trip and you will reach your destination. Travel (or job search) on the spur of the moment and your destination may be a surprise.

Consider the following as you develop your job search plan.

Take notes and begin creating your personal plan here…

Inventory Yourself

A clear understanding of your values, skills, abilities and interests is important so you can make decisions about your job search. Take a few moments to write down some of your most important likes, dislikes and interests when consider a career. Do you like working indoors or outdoors? Do you enjoy working with people or things? What are a few of your strongest skills and abilities? What are your weakest?

For a more in depth study use the Basic interest, value, & skill assessments handout.

If you have difficulty identifying your values, interests and skills contact a career consultant.

Identify Employers & Organizations of Interest

There are many ways to gather information. Listed below are a few suggestions where you may begin developing a list of possible future employers (or types of employers).

- Friends, Family, Neighbors (word of mouth)
- Professors, instructors, advisors, career consultants
- Employers visiting campus (Information Sessions)
- Student Professional Organizations (speakers)
- Alumni
- Vault Virtual Career Library – access through www.hireosugrads.com
- Hoover's at http://www.hoovers.com/free/
- The HIRE System (OSU's online job board also contains information about the companies that recruit students)
- Phone books
- Chamber of Commerce member listings
- Standard & Poor's Register of Corporations
- Wall Street Journal

Consider the following as you research companies…

- Job Trends
- Earnings and Work Conditions
- Individual Advancement and Growth in the Field
- Job Security
- Benefits
- Location
- Duties, Training
- Education
- Status
- Flexibility
- Availability
- Cost of Living/Budget

Prepare for Application

Take time to create professional correspondence and appearance.

Professional Correspondence

- ❑ Resume
- ❑ Cover Letter(s)
- ❑ Thank you letter (cards)
- ❑ Personal Statement (when applicable)
- ❑ Teaching Philosophy (when applicable)

Professional Appearance

- ❑ Interview attire (suit, shoes)
- ❑ Personal grooming (hair cut, nails trimmed, etc.)
- ❑ Portfolio (or briefcase)
- ❑ Business cards

Develop a Strategy

How are you going to apply?

15-20% of jobs are advertised and can be applied for on the open market. This includes… newspapers, internet, professional trade journals, employment agencies.

80-85% of jobs are handled in house, through word of mouth, and are NOT advertised.

Use a combination of techniques for applying (usually 2-3 different ways) for the most effective job search.

Stay Positive

Your attitude during the job search is probably the most important of all things to consider. Having realistic expectations will help you to remain positive. Think about the following as you begin applying to positions.

- An average job search can take anywhere from six to nine months to be completed.
- On average you can expect one interview for every 10 applications.
- RARELY does a new graduate find their dream job right out of college. Sometimes looking at your first full-time position after college as a transition or stepping stone, can help alleviate some of the stress.
- There is a career consultant available to help you even after you graduate!

You can get additional help with your personal statement (advice, critique, etc.) from the college career consultant, Michelle Crew.

You can email Michelle at michelle.crew@okstate.edu or you can schedule an appointment by calling 405-744-6350.