



8364 Shawnee College Rd
Ullin, IL 62992

Phone:
618-634-3337

Fax:
618-634-3337

Hours:
Monday-Friday
8 am to 4 pm

10 Job Search Tips

1. **Get organized.** Prepare or update your resume and cover letter. Know what type of job you are looking for and what you have to offer. Make a plan and keep records of your activities.
2. **Polish your interview skills.** You're not ready to start your job search until you can answer questions about why you want the job and why you are qualified.
3. **Identify employers in your geographic location** who employ people with your skills and/or education. Search online, contact your Chamber of Commerce, read help wanted ads and job posting sites.
4. **Research.** Use the internet to visit the websites of employers in your industry. View the "employment" pages for job openings.
5. **Identify 3-4 of your professional strengths** and develop a "30-second commercial" about yourself. Focus on your skills, experience, and education that qualify you for the job.
6. **Find three people who can give you a positive recommendation.** "Professional" references should be work or education related.
7. **Network.** Tell everyone you know that you are looking for a job. Over 75 percent of job openings are not advertised.
8. **Schedule informational interviews** to gather information about a company, current or future job openings and the education or skills required. Remember, you are not asking for a job – you are seeking advice.
9. **Consider enhancing your work experience** through an internship or part-time job.
10. **Show your gratitude.** Send an email message or thank you note to those who provided valuable advice and support.

Visit the Career Services Office on the main campus for assistance with resumes, interviewing, career guidance, and occupational information.