

Summer Job Searches

November

- Log onto Handshake and begin searching for jobs <http://beloit.joinhandshake.com>
- Begin researching employers by three different categories:
 - Geographic Area
 - Look for city specific job search engines online
 - Research the main organizations within the geographic area
 - Learn about the cost of living of the area, including food costs, apartment costs, and transportation costs
 - Industry
 - Look for a variety of organizations within the industry. Consider company size, prestige, and mission
 - Discover the typical entry points for work in the industry. Evaluate your skill set against the requirements for those positions
 - Organization
 - Connect with people in the specific organization who make hiring decisions or who are at the entry level. How did they get to where they are now?
 - Determine when the organization hires and what types of work they often list
 - Subscribe to the organization's human resources site or, if not available, check back regularly
- Make an appointment with the Career & Community Engagement Center for help beginning the process and for help developing a personal strategy for your search.

December

- Prepare draft resume(s) and cover letter(s)
 - Make an appointment with the Career & Community Engagement Center for help with creating or polishing these documents.
- Network
 - Begin talking to the people in your life about your career plans, including family, friends, current and former colleagues, and Beloit faculty and staff.
 - You should also join professional organizations using the often lower student rate.
 - Online, build your professional, social network by using LinkedIn.
 - Keep the Career & Community Engagement Center in your network – follow us on Facebook.
- Begin applying to jobs whose deadlines are approaching.
- Check organizational sites on a regular basis for new positions or updated information.

January/February

- Schedule an appointment/follow-up appointment with the Career & Community Engagement Center for help with your search and/or help with your career documents (resume/CV, cover letter).
- Apply for positions, paying close attention to deadlines and requirements, and adjusting each resume/cover letter to match the position description.
- Schedule a mock interview with the Career & Community Engagement Center.

March/April/May

- Follow up on sent applications or accept a position

JFW

8/14/2019

Career & Community Engagement Center