



## CAREER SERVICES

*Discover your purpose. . . . Create your destiny!*

### A Job-Search Checklist for Liberal Arts Students

The job search can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities you can, and you'll find yourself on the way to a great opportunity.

You can receive assistance for every one of these steps through Career Services. And you don't have to do it all during business hours—start by checking our web site ([www.mcdaniel.edu/5402.htm](http://www.mcdaniel.edu/5402.htm)) for lots of links and helpful information.

#### **Step 1: Know yourself.**

- I have identified my personal skills, interests and values.
- I have made a list of possible fields of interest.
- I can name two or three job titles/occupations I plan to pursue.

#### **Step 2: Know where you want to work.**

- I have researched organizations or companies that might hire someone with my skills, interests and major.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- I have identified the top three geographic areas where I'd like to live and work.
- I have identified 10 potential employers for the type of work I am seeking.

#### **Step 3: Get ready for the search.**

- I have registered with *GT Job Connection* (<http://www.mcdaniel.edu/5684.htm>).
- I have had my resume and cover letter(s) reviewed by a professional in the field or by a Career Services staff member.
- I have prepared a portfolio or work samples to highlight my experience, skills and talent.
- I have developed my "30-second speech" for short encounters with employers.
- I have analyzed my education and am prepared to discuss it with employers.
- I have identified three individuals who will serve as references.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have an interview suit that is appropriate for the field in which I plan to work.
- I have a professional-sounding answering machine/voice mail message in case an employer calls.
- I have a neutral/professional e-mail address to give to employers.

#### **Step 4: Start searching.**

- I have uploaded my resume(s) to *GT Job Connection* (<http://www.mcdaniel.edu/5684.htm>)
- I regularly check the career center web site for career opportunities, I read Career Corner, Career Services' newsletter and, I read appropriate job-search resources for my field(s) of interest.
- I have a system for keeping track of my contacts, interviews, and other job-search activities.
- I follow up on every interesting job lead immediately.
- I have developed a list of potential networking contacts and keep in touch with them.
- I take advantage of networking opportunities such as the Alumni Career Network and the annual Alumni Career Dinner.
- I keep a copy of my resume next to my phone in case I receive a call from an employer.
- I follow-up each cover letter for a phone call or e-mail to the employer requesting a job interview.
- I send thank you letters or emails to every person who interviews me.

*Adapted with permission from Liberal Arts Career Services/UT Austin.*