Searching for a new job or internship is stressful and it can be difficult to know where to begin. The following are suggestions for the beginning steps of a job search. Please see your CASNR career development coordinator for additional help in planning a successful job search strategy.

1. **Research Yourself.**
   - What kinds of things do you like to do?
   - What kinds of employers interest you?
   - What are your strongest skills or abilities?
   - What important characteristics would your ideal job and ideal working environment have?
   - What are your life goals and career goals?
   - What career areas and position types are congruent with your interests, abilities values and goals?

2. **Identify Targets.**
   - Write down the kinds of organizations, names of specific employers and titles of specific positions in which you might be interested.
   - Be sure to consider small- and mid-sized employers, government entities and non-profit organizations.
   - Identify names of people you can contact who might be connected with the organizations on your list.

3. **Research Prospective Employers and Positions.**
   - There is no limit to the amount of information you should attempt to learn about a prospective employer or position.
   - What are the missions, visions, purposes and goals of the organizations you are considering?
   - What are their primary products and/or services?
   - What are the job duties and qualifications needed to be successful in the positions you are investigating?
   - Are there problems that need attention associated with the position or employer?
   - Conduct informational interviews to gather information and advice from people in the field you’re interested in. Questions to ask might include:
     - What do you like/dislike about working in this field?
     - What does an average day look like?
     - Do you have recommendations for someone interested in this field?
     - Are there other people whom you would recommend that I contact?
   - Use multiple resources to conduct research — employer Web sites, competitor Web sites, informational interviews, faculty, peers, etc.

4. **Develop Your Job Search Tools.**
   - NETWORK!!! Take advantage of every opportunity to identify and make connections with individuals who may be able to help you with your job search now or in the future. However, be careful not to misuse networking. Always be appreciative.
   - Target your résumé and correspondence. Have a different résumé for each specific type of work you’re seeking.
   - Have your résumé and cover letters critiqued several different times by different people.
   - Keep your résumé updated with your new information and experiences.
   - Secure copies of your transcript to have readily available if requested by employers.
   - Purchase an interview suit and needed accessories.
5. **Identify & Use Job Search Resources.**
   - Use your network to identify contacts and connections in industries and organizations.
   - Develop a list of job search resources that will be most helpful to you and commit to using those resources on a regularly scheduled basis.
   - Be organized!
   - Get your name and job search documents in circulation to employers.

6. **Request & Prepare for Interviews.**
   - Let everyone know you’re available to interview for a position.
   - Be available to interview on the telephone or in person.
   - Learn to make a 60-second statement about yourself that serves as a self-introduction, as well as a summary of your career goals and qualifications.
   - Professionally and politely persist in seeking interviews even if there are no immediate openings with an employer.
   - Keep researching! Know everything possible about the organization with which you’ll be interviewing and the position.
   - Know how the organization and position fit into your professional goals.
   - Practice and obtain feedback.
   - Use resource individuals, Web sites and literature offering tips and information about effective interviewing.

7. **Follow Up**
   - Follow up after sending applications and résumés to insure that your materials were received, to determine if additional materials are needed and to learn about the hiring timeframe.
   - Send a thank you note immediately following an interview. Always be appreciative!
   - Show initiative and genuine interest through positive, polite persistence.
   - Write letters to people who have interviewed you to obtain feedback, reinforce your interest in the job and to gain referrals to other possible positions.