

Job Search Strategies

DeVry University
Office of
Career Services



Conducting a Job Search

- Searching for a job in the best of times can be a challenge. Many people have stated that “it is not the most qualified who gets the job, but rather the one who knows how to play the game”.

Conduct A Thorough Assessment

- Take time to know yourself
- Think about what you want to do
- Think about what you have to offer
- Evaluate your strengths and weaknesses
- Emphasize connections with career goals
- Know what you what to do by job title

Learn all you can about your area of Interest

- Thoroughly research your career area
- Know jobs within your career area
- Know job position descriptions
- Know qualifications and special skills
- Know job responsibilities
- Knowing what you are searching for enhances your chance of finding it

Develop a List of Potential Employers

- Know the Industries that you are interested in by researching companies on the web
- Know Employers within those Industries

Research the Organization

- Know as much as you can about a prospective employer. It is very impressive when you know facts about a company during an Interview. Put together a binder or folder to take with you to the interview.

Develop Your Resume and Cover Letter for Results

- Prepare your Resume and Cover Letter based on your background, education and skills that are relevant to the position. It may be necessary to “tweak” your resume for every position your apply for.

Target Employers

- Concentrate on areas that are of interest to you. Do not rule out an opportunity that may be in another city or state if it will give you valuable professional experience.

Develop Your Network

- One must develop alliances with people. People are more apt to help you if you develop a rapport with them, tell them exactly what you are seeking and what you “bring to the table”.

Interview

- Organizations usually hire based on face-to-face interviews so, practice your interviewing skills and answering questions aloud.