

STARTING OUT

1. Go to *hireORUgrads.com* → *Students* → *Job Search* for links to the top rated job search sites and resources.
2. Research companies in your area of interest via company websites, trade journals, newspapers, etc.
3. Decide if working for a larger or smaller company works best for you. *(In a large company you will likely be specialized in an area. In a small company you will likely have a more diverse set of tasks.)*
4. Create a list of 10-20 companies you are interested in.
5. Nearly ¾ of all hires are made as a result of either networking or direct contact!

DURING YOUR JOB SEARCH

- Set up a routine for the days you are job searching. Treat the search as your full-time job.
- Set daily and weekly goals and deadlines.
- Create a daily To-Do List that includes:
 - A list of job search engines, company websites, etc. that you plan to search consistently
 - Who you plan to connect with through Networking or Direct Contact
 - Tailoring your resume for specific job areas
- Follow-up on all leads immediately.

NETWORKING & DIRECT CONTACT OPPORTUNITIES

- | | | |
|-----------------------------|------------------------------|----------------------------|
| ▪ ORU Career Services | ▪ LinkedIn | ▪ Community Leaders |
| ▪ Career Fairs | ▪ Past Employers | (i.e. politicians, public |
| ▪ ORU Alumni | ▪ Business Chambers | officials, event sponsors, |
| ▪ Professors | ▪ Professional Associations | fundraisers) |
| ▪ Friends/Family | ▪ Professionals | ▪ Owners of small |
| ▪ Friends of Friends/Family | (i.e. doctors, lawyers, real | businesses |
| ▪ Neighbors | estate agents) | |
| ▪ Church | | |

KEEP A RECORD

Create a contact log in Excel. Include items like:

- | | | |
|-----------------------------------|---------------------|---------------------|
| ▪ Company | ▪ Date applied | ▪ Follow-Up Date(s) |
| ▪ Job(s) | ▪ Who/Contact | ▪ Interview Date |
| ▪ Company/employment openings URL | ▪ How/Email or Mail | ▪ Interviewer |
| | ▪ Address | ▪ Thank-you Written |

TAILORING YOUR RESUME

Each resume you submit should be different. Tailor your resume to the specific industry, company, and job.

- Research company history, culture, mission, vision, and potential growth
- Use key words from the job description in your resume
- Review the Resume Development Guide on *hireORUgrads.com* → *Students* → *Resumes & Interviews*

MARKET YOURSELF WELL

- Post your resume for each position type you are interested in on ORU's Golden Hire Network.
- Dress well even for day-to-day errands. You never know who you'll meet!
- Create an "elevator speech." This is 15 seconds – 2 minutes about what you can offer to the industry.
- Practice, practice, practice your interviewing skills.
- Carry copies of your resume and business networking cards with you at all times.