



Learning About Job Opportunities

◆ Ready Resource 3

◆ Career Services

Successful job campaigns identify information about the best potential employers and job openings. Limiting your knowledge by relying on only a few sources of information may cost you an opportunity to get a better job. The following list of resources may help you identify employers and jobs.

USE PERSONAL CONTACTS

Family	Neighbors
Fellow job seekers	Sports contacts
Former teachers & counselors	References
Friends	School or college associates
Mentors, senior level contacts	

USE EMPLOYMENT-RELATED CONTACTS

Fellow employees	“Informational interview” employers
Bulletin board job postings	Ask people who turned you down for other leads
Former employers and co-workers	

USE JOB REFERRAL SERVICES

Career Services	State and local government civil service commissions
Career Consultants	Job or resume banks
Private employment agencies	Executive search firms
Professional association services	
State and Federal employment offices	

MAKE DIRECT CONTACT WITH EMPLOYERS

Campus Interviews	Want ads for yourself
Job fairs	Telephone job search
Unsolicited letter of application and resume	Walk-in contacts
Volunteer, unpaid, temporary or part-time work	Company information session

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USE PUBLISHED SOURCES OF EMPLOYER INFORMATION

Chamber of Commerce directories
Newspaper classified ads
Professional magazine ads

Ads in old newspapers and magazines
Telephone Books
Financial pages of newspapers

OBTAIN LEADS FROM SPECIALIZED REFERENCE BOOKS AND PERIODICALS (ILLUSTRATIVE LIST)

The College Placement Annual
The National Job Market
Career Guide to Professional Associations
National Business Employment Weekly

The National & Regional Job Bank
The Professional & Trade Association Job Finder

REGISTER WITH CAREER CONNECTIONS & USE THE CAREER SERVICES WEB SITE

Look at job postings
Build a resume to be made available to inquiring employers
Participate in the on-campus recruiting process
Read about upcoming job search development programs

SUMMARY OF THE TOP 11 JOB SEARCH METHODS SUGGESTED BY CAREER SERVICES!

For all job seekers, we recommend using several methods for conducting your job search. The following 11 ways can prove invaluable, especially when several or all are used. While we recognize that networking among personal and professional contacts has been identified as the #1 way to find a job, we also suggest learning about job openings in every way possible. The Career Connections system may likely prove to be a valuable resource to you as well. Taking part in several of these eleven job search methods can greatly enhance your employment opportunities.

1. Networking
2. Job listings in newspapers
3. Internet job search
4. Direct company contacts
5. State employment office
6. Employment agencies
7. Job listings from Career Services
8. Referral by Career Services
9. On-campus interviewing & Career Connections
10. Career and job fairs
11. Employment/network services with professional and trade organizations

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