

# Graduating Job Search

*Winning ways to put your Queen's degree(s) to work for you*

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## Know what you offer

Know what it is that you do well. These skills might come from a variety of experiences including education, paid or volunteer work, even extra-curricular activities. Practice (or get help) articulating what you are good at – on your resume, in person and in professional social media profiles. You need to be able to provide evidence (examples) that prove you have the skill.

Get good at talking about the skills acquired from your degree(s). This includes specific knowledge (if relevant to your job goals) as well as skills you gained simply by studying a particular discipline or being a student (e.g. Critical thinking skills, writing reports, technical skills, communication skills and more.)

## Determine your criteria

Where are you looking for work? Narrowing to a list of 2-3 geographic locations can help make your job work more manageable and specific.

You may want to consider the following questions:

- What do you need in a job?
- What do you want in a job?
- What roles, organizations or sectors are most interesting?

## Build your network

Many jobs are not posted through traditional advertising channels, especially for new and recent graduates. But there IS always work due to retirements, parental leaves, promotions, and illness. Review job postings but don't limit your search to them. Connect with people managing the type of work you want to do in organizations of interest. Consider using professional networking sites such as LinkedIn to find people involved in the work, organizations and locations that interest you.

## Strategies for Success

### ***You're not alone***

Lots of people are looking for work. Team up with a few friends to share information, expand your safety net, encourage one another, celebrate everyone's successes.

### ***Look ahead, not behind***

Forget brooding about what might have been. Make something happen.

### ***All it takes is one offer***

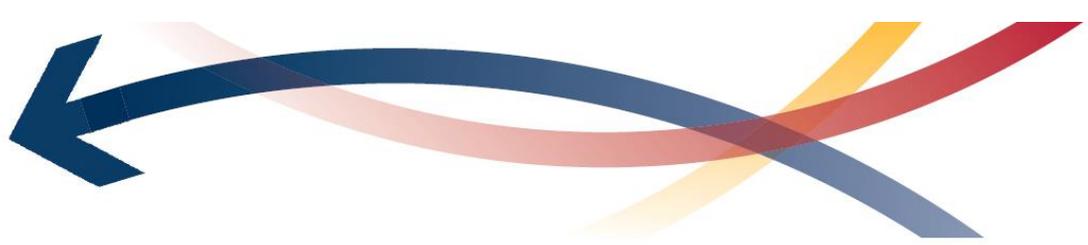
Virtually everything you do in your work search has the potential to produce the one lead that could put you in a position to do work that makes sense for you.

### ***The easiest way to get the help you need is ask for it***

Courtesy and respect when making your request help people remember you.

### ***You usually succeed at what you enjoy***

Stay connected with people working at what you want to do. Contribute in every way you can. Keep going until you succeed.



## About 20% of jobs are advertised.

Start to find them at Career Services:

[Annual Career Fairs](#)

[Job postings in MyCareer](#)

[Additional job links on our website](#)

**Career Services can help you find the 80% of jobs that are not advertised!**

Come to [drop-in career advising](#) (no appointment required)

Take a [workshop](#)

Visit the [Career Information Area](#)

Try our [Career counselling appointments](#)

## Go after it...get going

Seek help when needed. Queen's graduates are eligible to use Career Services for up to one year after graduation. Telephone appointments are available, if you are living away from Kingston.

## Finding the "hidden" jobs

4 out of 5 positions are filled by people who make direct contact with employers, or who are recommended by someone in direct contact with employers! When you contribute—whether it's in contract, freelance, volunteer, summer, co-op, temporary or long-term work, or in courses or conversations — you're in a good position to be noticed.

### ***Contribute***

Find a way to be useful where you want to work.

### ***Start early, stay with it***

It takes time to gain confidence and trust.

### ***Be genuine***

Networking doesn't mean schmoozing. Demonstrating sincere interest in people and the work is a great strategy and is usually more comfortable for most of us.

## Here's what you can do next:

- Take ownership of your work search
- Attend job search workshops
- Re-write your resume targeting specific work
- Have your resume reviewed by professionals in your field or a career advisor
- Find leads in LinkedIn, classified ads
- Read relevant professional journals or trade magazines
- Keep track of your progress (number of contacts made, number of organizations researched...)
- Practice your introduction with people you trust
- Volunteer your talents
- Join a mutually supportive work search group
- Conduct information Interviews with professionals in your field to dig deeper into a short list of occupations
- Before every information interview or job interview, spend at least two hours learning about the field of work or the employer
- Record notes on an interview while it is still fresh in your mind
- Accept help, then follow up with written thanks
- Take an interest or skills course
- Join a professional association (see Directory of Associations)