



# GRADUATING JOB SEARCH

*Winning ways to put your Queen's education to work for you*

In this tipsheet, you'll learn how to start preparing for your career after graduation. You'll learn strategies for finding a job and how to best focus your energy as you begin to enter the job market.

## Know what you offer

Know what you do well. These skills might come from a variety of experiences including education, paid or volunteer work, or 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 that you have the skill.

Get good at talking about the skills acquired from your education, which might include 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. 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

### Build a team

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

### Look ahead, not behind

Having a future-oriented strategy for finding work can help alleviate some of the anxiety of a job search.

### Watch for good leads

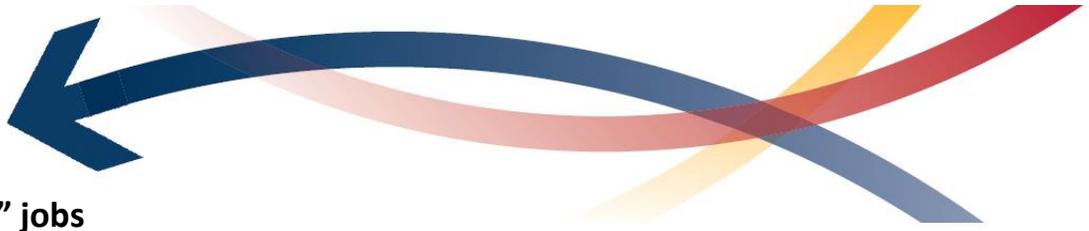
Virtually everything you do in your job search has the potential to produce one lead that could put you in a position to do work that makes sense for you.

### Ask for help

The easiest way to get the help you need is ask for it. Courtesy and respect when making your request help people remember you.

### Chase what you like

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



## 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 is through 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.

## Helpful Strategies:

- Take ownership over your job search
- Keep track of your progress (number of contacts made, number of organizations researched...)
- Attend job search workshops
- Write your resume to target specific work and employers
- Have your resume reviewed by professionals in your field or a career counsellor
- Find leads in LinkedIn
- Practice your introduction with people you trust
- Conduct information Interviews with professionals in your field
- 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
- Read relevant professional journals or trade magazines
- Volunteer your talents
- Join a mutually supportive job search group
- Accept help, then follow up with written thanks
- Join a professional association (see Directory of Associations)

## Want to learn more?

Check out our [Resume](#), [Interviews](#) and [Networking workshops](#) and other [tipsheets](#) to refine your understanding and start developing your job search skills.

Career Services offers [Drop-in Career Advising](#) to answer quick questions related to all aspects of your career planning and job search - Monday to Thursday from 1:30pm to 3:30pm.

For more in-depth explanations, check the following resources in our [Career Information Area](#):

- *Highly Effective Networking* by Orville Pierson
- *The Unwritten Rules of a Highly Effective Job Search* by Orville Pierson
- *Job Search Magic* by Susan Whitcomb