Navigating the Job Search Process

A Step-by-Step Guide

1) Clarify Your Goals and Interests

Visit our self-assessment page at [www.mtholyoke.edu/cdc](http://www.mtholyoke.edu/cdc). Speak to professors, parents, friends, relatives, professionals, and CDC advisors to set goals and talk through what interests you in the workforce.

2) Research the Field(s) That Interests You

- Use LyonNet to search job postings and note what experience employers are looking for so you may fill in any gaps and/or tailor your resume to their needs and requirements.
- Check out the materials in our Career Resource Library located at the CDC. There are over 400 resources at your disposal that cover everything from navigating the job search process to gaining more in-depth information about specific fields in the arts, sciences, humanities and abroad!
- Utilize Career Network to reach out to alumnae in your area(s) of interest. Create a profile on Career Network ([http://alumnae.mtholyoke.edu/career/career-network/](http://alumnae.mtholyoke.edu/career/career-network/)) and begin searching for alumnae who currently work in your field of interest. Do not ask alumnae for a job or internship. Instead, you may ask them for advice, feedback on your resume or help practicing interviewing.
- Join a Professional Association. Membership will allow you to be privy to opportunities that may not be posted on other sites. Student memberships are also fairly inexpensive but can give you access to that network of professionals with whom you can interact.

3) Start Networking as Early as Possible

- Create a LinkedIn profile. Complete it in full and update it as necessary. Join groups, make connections with individual people and post to discussions. This is a robust website where many jobs are posted even before they become available on company websites so it is to your advantage to connect with people who share common career goals and make sure they know what you hope to achieve beyond graduation.
- Speak to alumnae through Career Network, your peers, and their relatives. Make it known to others that you are seeking employment and practice your 60 second elevator pitch to ensure that you are conveying your goals and interests effectively. For more information on how to do this, visit [www.mtholyoke.edu/cdc](http://www.mtholyoke.edu/cdc) and click on Career Sports videos to search for the “Elevator Pitch” and other related videos on the topic.
- Request informational interviews with professionals whom you think have something to offer you in terms of career-related advice.

4) Construct a Resume and Have It Reviewed

The advisors at the CDC are available every day 9am-5pm during the school year so call our office at 413-538-2080 to schedule an appointment. Remember: In order to apply for positions through LyonNet, you will need to have your resume approved in the LyonNet system.
5) **PRACTICE DRAFTING A COVER LETTER**
Write a cover letter for a job posting you find online and come in to the CDC for feedback so when you see a position you want to apply to, you are ready to do so.

6) **PRACTICE YOUR INTERVIEWING SKILLS**
Set up a Mock Interview with a CDC advisor. We recommend you learn more on this topic by visiting our handouts online and viewing related Career Spots videos on our CDC homepage. To schedule a mock interview, call the CDC at 413-538-2080.

7) **PARTicipate in on- and off-campus recruiting opportunities**
These include career fairs, employer presentations/panel discussions and job search-related workshops (i.e. Networking, Senior Career Series, Job Search Process). See the CDC Calendar of Events on our website or visit LyonNet for more details.

8) **Start applying to relevant employers whether or not they have an opening**
- Send an inquiry letter to a company even if there are no jobs currently available. See our Cover Letter and Inquiry Letter handout and information page on our website at [www.mtholyoke.edu/cdc](http://www.mtholyoke.edu/cdc).
- Apply to postings on LyonNet and other job search engine sites that interest you such as [www.idealist.org](http://www.idealist.org), [www.simplyhired.com](http://www.simplyhired.com), and [www.mashablecareers.com](http://www.mashablecareers.com).

9) **Keep a healthy perspective**
Remember that your coursework, activities, and other areas of life are just as important as your job search. We encourage you to maintain a healthy relationship with your job search. You will find your way. Do not forget that post-graduate internships and temporary employment are also options for you depending on your anticipated situation after graduation.

**RESOURCES**
- Career Development Center
  - [www.mtholyoke.edu/cdc](http://www.mtholyoke.edu/cdc)
- Alumnae Association
  - [http://alumnae.mtholyoke.edu](http://alumnae.mtholyoke.edu)
  - [http://alumnae.mtholyoke.edu/career/career-network/](http://alumnae.mtholyoke.edu/career/career-network/)
- Websites Related to the Job Search/ Salary Information/Career Exploration
  - [www.idealist.org](http://www.idealist.org)
  - [www.indeed.com](http://www.indeed.com)
  - [www.jobhuntersbible.com](http://www.jobhuntersbible.com)
  - [www.simplyhired.com](http://www.simplyhired.com)
  - [www.jobmonkey.com](http://www.jobmonkey.com)
  - [www.mashablecareers.com](http://www.mashablecareers.com)
  - [www.naceweb.org/salary_survey/data/](http://www.naceweb.org/salary_survey/data/)
  - [www.gettinghired.com](http://www.gettinghired.com)
  - [www.stats.bls.gov/oco](http://www.stats.bls.gov/oco)