



THE ENTRY-LEVEL JOB SEARCH

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Below is a step-by-step plan for your job search. If you have questions or are confused or overwhelmed at any step, make an appointment to speak with a Career Advisor!

STEP 1: Clarify your Focus/Self Assessment

Systematically assess your interests, skills and values and how they relate to career possibilities.

Sample objectives:

- ◆ Meet with a career advisor who can help you clarify thoughts and acquaint you with the appropriate resources in Career Services.
- ◆ Analyze your interests, values, skills in order to direct your job search; meet with a career advisor to take the Myers-Briggs Type Indicator and/or Strong Interest Inventory; use the PinPoint Career Exploration System; attend Senior Jump Start workshop series held in the fall.
- ◆ Check out the “Students” section of our website for more ideas: <http://www.dartmouth.edu/~csrc/students/>

STEP 2: Career Exploration

Identify several career fields that interest you and research them, including talking with people in the field, learning about tasks, work environment, skills/education needed, etc.

Sample objectives:

- ◆ Meet with a career advisor to discuss options and strategies for searching for info.
- ◆ Speak with faculty or administrators who might have insights into specific fields.
- ◆ Join a professional association—use the *NTPA Directory* in Career Services to identify relevant associations.
- ◆ Attend Career Fairs to learn about specific fields.
- ◆ Monitor job posting sites like Dartmouth’s MonsterTrak (<http://www.dartmouth.edu/~csrc/monstertrak.html>), Idealist.org, and websites found on the 'Career Links' portion of the Career Services webpage.
- ◆ Research job descriptions found in Career Services’ print resources. A sampling of our publications:

The Occupational Outlook Handbook
Jobs & Careers with Non-Profit Orgs.
Career Opportunities for Writers
Environmental Careers Organization

Careers in Sports
Careers by Design
Social Change Jobs
Careers in Marketing
Careers in International Affairs

Careers in BioScience
Careers in Health Care
U.S. Government Jobs
Career Opps. In Art

STEP 3: Career Networking

Talk to people in the fields of your career interests and ask about the realities of the occupation (daily routine, skills, demands, lifestyle, expectations, etc)

Sample objectives:

- ◆ Utilize the ‘Career Search’ database and employer directories to identify potential contacts (available in Career Services).
- ◆ Use Alumni Advisory Network to conduct "informational interviews" with alums currently working in fields in which you are interested.
- ◆ Ask faculty, parents, family friends, etc. for contacts in the industry in which you’re interested and conduct informational interviews with those you are referred to.
- ◆ Alumni & Professional groups such as: Dartmouth Lawyer’s Association, Alums for Social Change, DAEMA (see Alumni Office website for more groups)

Steps continued on reverse →

A Successful Job Search = Time, Commitment, Organization & Strategy

Use multiple strategies & sources for jobs

STEP 4: Identify/Prioritize Employers

Make a list of organizations/employers you plan to contact regarding opportunities. Identify the person within each organization who is responsible for hiring.

Sample objectives:

- ◆ Use 'Career Search', the Alumni Network, employer directories (all found in Career Services), and the internet to identify specific organizations/employers.
- ◆ Monitor Blitz Bulletins and Career Information links on the CS website for potential employment leads.
- ◆ Create a list of employers and the appropriate contact person who is responsible for hiring in that organization.
- ◆ Conduct employer research: <http://www.dartmouth.edu/~csrc/students/research.html>
- ◆ Prioritize your list of employment opportunities. Keep in mind some of these opportunities might have application deadlines!
- ◆ Have a back-up list ready for a contingency plan if your first attempts are unsuccessful.

STEP 5: Finalize your Resume and Cover Letter

Create a targeted copy of your resume and cover letter (and if requested, writing sample, personal statement, etc) that speaks to the specific opportunity to which you are applying. These documents are strategically written to illustrate skills and experience.

Sample objectives:

- ◆ Review Career Services handouts/website on writing resumes and job search letters.
- ◆ Ask a friend to critique your documents for clarity and relevance to specific jobs.
- ◆ Ask a Career Assistant to view a final draft of your resume during Resume Review hours. Sign up for a 15-minute slot during Walk-in Hours to have your cover letter or other documents reviewed. (See Career Services' blitz bulletin for hour.)
- ◆ Establish a 'follow-up' schedule for contacting employers. Stick to that schedule!

STEP 6: Preparing for Interviews

Think through your responses to the questions typically asked during an employment interview in the field. Become knowledgeable about interviewing skills and etiquette.

Sample objectives:

- ◆ Attend Interviewing workshops offered by Career Services.
- ◆ Consult Career Services' handout 'Successful Interviewing' for tips on dress, etiquette, and typical interview questions.
- ◆ Complete a 'mock' interview with a friend.

EACH JOB SEARCH IS UNIQUE – THESE STEPS MAY NOT ALWAYS GO IN THIS ORDER. AT ANY STAGE OF THIS PROCESS, OUR CAREER ADVISORS ARE HAPPY TO MEET WITH YOU IN AN APPOINTMENT TO ANSWER YOUR QUESTIONS.

OVERALL JOB SEARCH TIPS:

- Block time to do research on a regular basis.
- Send out only as many inquiry letters as you can reasonably follow up, within approximately 10 days.
- Follow up letters with a telephone call to ask for an interview. Be sure to follow interviews with thank you notes.
- Design a tracking system of your progress and use it!
- **Monitor Career Services Blitz Bulletins for information on events and deadlines!!!**
- Have a 'Plan B' in case your primary job search goals are not achieved as quickly as you'd like.

ADDITIONAL VALUABLE WEBSITES: (This list is not exhaustive)

<http://www.dartmouth.edu/~csrc>: Career Services website and career information links

<http://www.dartmouth.edu/~csrc/monstertrak.html>: Current job and internship openings directed specifically to Dartmouth students/alumni. On-campus recruiting postings are part of this database.

<http://www.jobsearch.org/> - America's Job Bank, search by occupation or key word.

<http://www.idealists.org> - Listings for jobs in the not-for-profit sector.

<http://www.jobweb.com> - Career development and job search help, compiled by the National Association of Colleges & Employers.