



JOB SEARCH:



TAKE IT STEP BY STEP

Are you ever amazed at the success some people have at finding jobs? Most of the time, it is because they are using all the resources available to them, not because they are any smarter, luckier or more skilled. Just as a carpenter needs all the right tools to build a house, a job hunter needs to utilize all the resources available when conducting a job search. The following is a list of services and strategies our office can provide as you strive to find employment in today's competitive job market. Remember though, besides the following resources, job searching requires effort. It is important to approach your job search as a process. With any process, you want to be sure that you have a plan in place. As you begin your job search, many of these necessary resources can be found in the Career Services Office.

CREATING A RESUMÉ AND COVER LETTER

In considering the steps of the job search process, your resume should be one of the first things that should pop into your mind. It is your application for many of the positions that interest you. In an ever-changing job market, it is important to stay abreast of current trends in resumés and cover letters. At times, different formats of both documents have been more accepted in the eyes of employers. It is also important to consider your own strengths and skills when presenting yourself on paper. Remember, it is not always the most qualified person who gets the job but the person who sells themselves most effectively. Let Career Services help you to put your best foot forward. You can schedule an individual appointment with a Career Services staff member to develop or review your resumé and/or cover letter.

Remember, you have just a short amount of time to impress a prospective employer with your resume. Make your goals and intentions obvious. Be sure that your skills and qualifications are presented clearly.

JOB POSTINGS

The Career Services Office is constantly receiving job listings from employers. Any full-time, part-time, internship, volunteer and summer employment opportunities received are housed in binders as part of the Career Reference Library. Job listings are also listed on the Career Services website www.usca.edu/careers/. Additionally, the Office coordinates on-campus student employment opportunities, which are listed along with part-time off-campus positions in the glass bulletin board outside of the Career Services Office in the Penland Administration Building.



CAREER REFERENCE LIBRARY

A common mistake of job searchers is to utilize only job vacancy listings when looking for employment. Though these resources should be used, they represent a significantly small portion of jobs that are out there. Effective job searchers realize that they must target companies and organizations they want to work for and send them their information regardless of whether there is a job listing or not. Many employers know that through word-of-mouth or through job searchers sending in their information, they (employers) will have plenty of qualified candidates from which to choose. Thus, they don't even need to advertise the job vacancy. This is often referred to as the hidden job market. The Career Reference Library contains resources to help target these employers. Directories can help locate employers and professional organizations in various fields and geographic locations.

Research materials in the Career Reference Library can assist you as you target employers with whom you wish to apply. It can also be used to do research on the companies in which you are interested or with which you are interviewing. The web is also an excellent research resource. Company websites can be

accessed directly. In addition, there are sites such as www.vault.com that allow you to look up information on multiple companies at once.

RESUME REFERRAL

Wondering how to get your resume into the hands of employers? Career Services can help. Leave your resume with our office, and we'll send it to local employers looking to fill immediately available positions. We will also post your resume on our web site so that interested employers can view your resume at any time.

Without even visiting us, users can send their resumes and information to Career Services, allowing us to make that information available to employers. Those employers with Internet access will be able to view your information right from their place of business. Since this service is free, it is a must for all job searchers. For more information about this service, please contact the Career Services Office.

INTERNET

The explosion of the Internet has made available a tremendous amount of valuable information for job seekers. Job listings can be accessed at various sites and companies researched at their personal web pages. The Career Services Office can assist you by providing individual appointments on using the Internet, as well as a list of Internet addresses to specific job listing home pages. Check out a few of the web sites listed below, or for a complete listing of informative web addresses, visit our web site: **USCA Career Services Home Page**, <http://www.usca.sc.edu/careers>.

America's Job Bank

<http://www.ajb.dni.us>

Monster

<http://www.monster.com>

Jobtrak

<http://www.monstertrak.com>

Password: Pacer

South Carolina State Jobs

<http://www.state.sc.us/jobs/>



CAREER EVENTS

To provide an opportunity for USCA students to interact with professionals from various fields, the Career Services Office hosts several career events during the academic year. During the spring, **Career Day** and **Education Career Day** bring employers and school district representatives to campus to network with and recruit students.

The **Career Panels Program**, in the fall semester, brings various professionals into USCA classrooms to talk about their fields of employment. These events help students to clarify career goals and make important connections for the future. For more information about these career events, contact the Career Services Office.

INTERVIEWING

Finally, you've worked hard getting together your resume and cover letter. You've researched companies and vacancies within those companies and you've sent your resume out to companies and positions that best suited you. The day will come when you get the big call. This big call is from an employer who has selected you for an interview. There are many ways to prepare for an interview. Be sure to prepare by reviewing a listing of possible interview questions. Hopefully, an interviewer will ask some very similar questions. If not, the review will cause you to think a great deal about yourself, the company and why you'd like the job. If you are interested, check with Career Services to schedule a mock interview. That way, you can approach the "real thing" with confidence.

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USC Aiken provides affirmative action and adheres to the principle of equal educational and employment opportunity without regard to race, color, religion, sex, creed, national origin, age, disability or veteran status. This policy extends to all programs and activities supported by the university. Any person who feels they qualify for special accommodations due to a physical, learning, or psychological disability should contact the Office of Disability Services at (803) 641-3626 for a free confidential interview. If you need this form in an alternative format, please contact Kay Benitez (or whoever your contact person is at the phone and email address of that person).