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Hours:

Monday - Friday

8am - 5pm



**2400 W. Bradley Ave.
Champaign, IL 61821**

Room U267

10 Job Search Tips

1. **Get organized.** Prepare or update your resumé and cover letter. Know what type of job you are looking for and what you have to offer. Make a plan and keep records of your activities.
2. **Polish your interview skills.** You're not ready to start your job search until you can answer questions about why you want the job and why you are qualified.
3. **Identify employers in your geographic location** who employ people with your skills and/or education. Search online, contact your Chamber of Commerce, read Help Wanted ads and job posting sites.
4. **Research.** Use the internet to visit the websites of employers in your industry. View the "employment" pages for job openings.
5. **Identify 3-4 of your professional strengths** and develop a "30-second commercial" about yourself. Focus on your skills, experience, and education that qualify you for the job.
6. **Find three people who can give you a positive recommendation.** "Professional" references should be work or education related.
7. **Network.** Tell everyone you know that you are looking for a job. Over 75 percent of job openings are not advertised!
8. **Schedule informational interviews** to gather information about a company, current or future job openings and the education or skills required. Remember, you are not asking for a job - you are seeking advice.
9. **Consider enhancing your work experience** through an internship or part-time job.
10. **Show your gratitude.** Send an email message or thank you note to those who provided valuable advice and support.

Visit Career Services (U267) for assistance with resumé, interviewing, career guidance, and occupational information.