Job Search Plan

Get organized
- Organize a binder or folder specifically for your search
- Establish a record – keeping method
- Dedicate time & space to your search everyday
- Create a professional outgoing message on your cell
- Clean up your Facebook page

Compile the basic tools
- Resume ~ you may need more than one!
- Complete your portfolio, website, demo reel
- Develop a generic cover letter and then customize paragraphs for each position

Assess your situation
- Do some reflection on your target job or internship; have 2-3 specific options
- Where do you want to work? What city do you want to live in?
- Research current salaries in your field
- Set goals accordingly with timeframe

Prepare for the interview
- Develop a “30 second commercial”
- Review tips & potential interview questions
- Conduct a mock interview with the Career Center
- Develop a list of questions to ask the employer

Research
- Develop a list of 30-50 companies, organizations, museums, non-profits, or galleries
- Ask the Career Center for specific resources
- Identify professional associations or directories specific to your field

Apply to current positions
- Check out College Central
- Use websites specific to your field

Networking
- Develop a list of ten individuals you will connect with
- Conduct informational interviews to uncover the hidden job market

Follow-up
- Be persistent with calls, emails and more
- Broaden your search as needed