

Job Search Strategies

Use a combination of these types of search strategies for a successful job search:

	STRATEGY/TOOLS	BENEFITS	CHALLENGES	TIPS
NITTANY LION CAREERS	Update your personal and academic information Upload a resume Search for job postings and leads	Access to a wide variety of jobs posted by employers who want to work with Penn State students	Not all fields, areas of study, and locations are equally represented	Save search preferences to receive emails with new positions Pay attention to deadlines Apply early with a resume tailored to each position
CAREER FAIRS	Attend career fairs at: Behrend University Park WestPACS (See full list on ACPC homepage)	Opportunity to meet with several recruiters in person and in one location Build networking contacts	Not all fields and areas of study are equally represented Students with specific career goals may want to search by desired field or location	Plan ahead and research companies attending Follow up to learn about opportunities in your interest area
ON-CAMPUS INTERVIEWING	Occurs often after Career Fairs Search Nittany Lion Careers for jobs from employers interviewing on campus throughout the semester	Primary way in which companies recruit for business and technical positions Employers are specifically seeking Penn State students to fill openings	Not all industries use on-campus interviewing as a recruitment strategy	Check your email for interview invitations Respond to the ACPC to reserve your interview day and time
NETWORKING	Talk to everyone you know to develop a list of contacts Ask for information on jobs/companies and circulate your resume	One of the top job search strategies to learn more about a position, company, or industry, and identify potential job opportunities	Takes time and effort to build your network Requires skill in organizing contacts and following through on recommendations	Join online networking programs: LionLink Penn State Career Connection LinkedIn groups in your field Check with your college department for contacts
TARGETED SEARCH	Identify the types of organizations you would like to work for, develop a targeted list, and research companies	Allows you to be proactive and take charge of your search	Takes investment of time to research and tailor your Resume and Cover Letter to the position and the organization	Identify employers by using: Hoovers (Library database) Local Chamber of Commerce
JOB SEARCH ENGINES	Scan job openings on job search and employer websites	Identify types of positions available Use filters to narrow search	The number of sites and positions to sift through May not receive responses to applications	Be careful not to over-filter Start with job type and slowly add more filters
PROFESSIONAL ASSOCIATIONS	Research professional associations related to your career interests, look for a "career opportunities" section on their website	A source of networking information and career opportunities Build contacts with individuals who share your professional interests	Entry-level positions may be limited May need to be a member to access job postings (typically nominal fee for students)	Ask faculty for organizations Use the "What Can I do With This Major" to identify associations in your field (linked from the ACPC homepage)
EMPLOYMENT AGENCIES	Check to see if these agencies offer experiences in your career areas	Helpful in identifying local businesses and employment opportunities Use agencies that are free for the job-seeker (employers cover the associated fee)	Some agencies have more temporary positions than full-time positions	Research agencies before signing contracts Talk to others who have used employment agencies

Adapted from Penn State Career Services