

FACT:

Networking can uncover a hidden job market of positions that are not advertised or not yet available.

KEY POINTS

Follow these steps to focus your search and apply for positions that are posted.



STEP 1: IDENTIFY [LOCATION/EMPLOYER/FUNCTION]

Narrow your search. Choose one of these criteria to make the process manageable:

Location: Who are some of the prominent employers in your preferred location?

Employer: Where are your target employers located and what roles are they hiring for?

Function: Who hires for the work you want to do?



STEP 3: CONTACT YOUR NETWORK

Use the 3 degrees of connection on LinkedIn:

Someone You Know (1st)

Check to see if anyone you know (your 1st-degree connections) works at your target employer.

Connect through Someone You Know (2nd)

Ask a mutual contact to introduce you, then ask that person (your 2nd-degree connection) to chat for 20 minutes about their experience.

Fellow Alum (3rd)

If you find a 3rd-degree contact who attended Puget Sound, send a message! Ask if they're willing to share about their experience at the organization or to offer any advice they may have, as a fellow Logger.

Hack: If the 3rd-degree connection belongs to a Puget Sound LinkedIn group, you can join that group and send messages to them that way!



STEP 2: LOCATE TARGET JOBS

Check Handshake to see if your target employers have posted with Puget Sound.

Use LinkedIn and Indeed to help broaden the scope of your search.

Confirm the posting. Look for the job posting on the employer's website to ensure that it is still open and unchanged from the post that you found.



STEP 4: PREPARE YOUR DOCUMENTS

Be kind to future you by preparing now.

Before you make contact with employer prospects, make sure the following pieces are good to go:



LinkedIn & Handshake Profiles



Professional Email Address



Resume & Cover Letter



Documents saved and ready to upload or send as PDFs

WHERE TO LOOK

Use these sources to jumpstart your search:

1. YOUR PERSONAL NETWORK

Your network includes all of the people that you personally know who might be able to help identify job targets and connect you with prospective employers.

Alumni Sharing Knowledge (ASK) Group:

Located on LinkedIn, the ASK Network is a group that Logger alumni join as a way to network with one another and to assist students in their search for information about specific careers.

2. HANDSHAKE

Handshake is your best source for finding thousands of internships and entry-level job listings because employers have specifically chosen to post positions targeting Puget Sound students and recent graduates.

3. NICHE JOB BOARDS

Many industries have job boards that specialize in their topics. These can be useful for identifying employers that typically hire in those fields.

Caution: Don't rely solely on industry job boards. Many employers, particularly smaller organizations, post only on their own website.

4. BROAD JOB SITES

Sites like Indeed and LinkedIn are good places to see the type of jobs and employers that are hiring. These sites pull from all corners of the internet for jobs listed on employers' websites, making it easier to see what's available all in one place.

Side note: The large volume of jobs listed on these broad sites can be intimidating. Expect to spend considerable time combing through the postings to find positions that fit with your preferences.

5. PROFESSIONAL ASSOCIATIONS

Professional associations exist for nearly every interest area or career field. Associations typically publish membership directories, which contain names of people who may be helpful to you with your job search. Attending an association meeting is an opportunity to meet people in your field.

Perk: Most associations offer discounted membership rates to students.

CAREER ADVISOR

TIP: TAKE AN ASSESSMENT!

A thorough self-assessment is a crucial component of job targeting. Talk to a CES career advisor to learn about the available self-assessment tools.

CES offers the following assessments:

- ◇ PathwayU
- ◇ TruMotivate
- ◇ Dependable Strengths



Need a Tailored Plan?

For assistance devising job or internship search strategies to match your specific goals, make an appointment to meet with a CES career advisor through **Handshake**.

Get Organized!

Try making a spreadsheet to track organizations and roles of interest, as well as employer prospects and contact notes.