

10 Mistakes Sinking your Job Search Process

2/4/2015

1. Applying for too many jobs

- Job Search = dating
 - a date does not want to know that you are dating many people at the same time (same with job search!)

2. Only Looking Online

- Typical: Monster, Indeed, company websites
- Others: LinkedIn, Meetup.com
- Email list-serves: departments, student orgs, association, Career Services, S³
- Get out there: Career Fairs, Etiquette dinner, student orgs, volunteer, job shadow, intern
- People! Friends, family students, professors + everyone they know

3. Keeping your job search secret

- 80% of job market hidden
- they've been in your shoes
- it's all about who you know
- it's all about who they know
- Introvert can network, too!
- don't be afraid to tell people that you are searching for a job

4. Not knowing what job you want

- be specific, not enough to say "I want a job"
- start broad with a Google search and narrow it down

5. Asking for a job

- Instead, you should ask for:
 1. Information
 2. Referrals
 3. Advice
- do not ask for a job but ask for the following above so that you put out there that you're interested in working there
- ask for an informational interview!
 - a short session in which you are asking someone in the field you're interested in more information about what they do and how they got the job
 - it is all about establishing and maintaining relationships

6. Lack of professionalism

- demonstrate your most professional self
- your interview starts now
- resume appropriate for industry
- email address, voicemail

7. Sloppy Resume

- want detail orientation
- #1 skill = communication
 - does not matter what job you're applying to, you will need communication skills

- avoid typos, bad formatting
- get feedback

8. No Cover Letter

- even when a job application says that a cover letter is optional, you should still do a cover letter
- this is where you can show your passion and where you fit into the company
- take the terms of the company and apply it to your cover letter
- optional cover letters means that you will take the extra effort to get the job
- cover letters also shows your potential employer your communication skills

9. Generic resume and cover letter

- take the time and create a nice tailored cover letter and resume
- all your research on the job will be compiled for the cover letter

10. No follow up

- call back to the company and ask about the application process
- ask when you should follow up
- if you hear about a job, ask about the job than looking for the job later
- 24/48 hours time to follow up on a job

Honorable Mentions: Ineffectively Using Social Media

- 47% of employers Googled potential employees immediately after receiving an application

You got the interview. Now what?

- Prepare
- Career Services- career.unm.edu, 505-277-2531
 - Walk-ins M-F
 - Appointments
 - Mock Interviews
 - Lobo Career Connection-Mock Interview
 - Workshops
 - Free for life***

Questions

- Tara Hackel**
- The STEM Collaborative Center**
- tshackel@unm.edu
- fun summer field trips
- job shadowing, etc

- Students for Stem Success**
- Facebook.com/s3UNM