



# DCP JOB SEARCH STRATEGIES

## KNOW YOURSELF

- Identify your interests, skills, and values.
- Be prepared to communicate your skills and accomplishments to potential employers verbally and in writing. Don't forget development of your "elevator pitch".

## CREATE AN ACTION PLAN

- Create a list of target companies that match your interests, skills and values.
- Research each organization and the available career opportunities.
- Set, track, and meet short-term goals and urgent deadlines.

## DEVELOP A NETWORK

- Conduct informational interviews with various contacts and companies.
- Consider joining a professional network.
- Utilize social media to connect with other professionals in your area of interest.

## OBTAIN EXPERIENCE

- Engage in volunteering, part-time work, internships, or a club on campus.

## BE OPEN-MINDED

- Be open to possibilities outside of your particular degree field and focus on developing valuable skills even if it is not your "dream job."
- Broaden your search to a variety of geographical locations, part-time or contract work, and starting salary options.

## CONSIDER LESS POPULAR ORGANIZATIONS

- Small–medium size companies also have a variety of valuable opportunities and room for advancement.

## CREATE A POWERFUL PRESENCE

- Clearly demonstrate relevant skills in a resume and cover letter.
- Focus on accomplishments rather than duties or responsibilities performed.
- Tailor requested documents to each job posting or organization.

## MAINTAIN A PRESENCE

- Periodically keep in contact with the individuals in your network. Contact employers 1 - 2 weeks after submitting your resume to see if they received your application materials and to reinforce your interest..

## BE PATIENT AND POSITIVE



## DO:

### **DO BE CONCISE**

Your resume should be an outline of your experience (including internship and volunteer experience), qualifications and education. Use short phrases or bullets to highlight key points; save details for your cover letter and/or interview. Limit your resume to one page.

### **DO TARGET RESUME**

Think about what is important in your field. Consider including class projects that highlight your skills or show experience implementing concepts into real-world applications.

### **DO BE CONSISTENT**

Be consistent with all formatting. For example, if you italicize one job title, then you should italicize all job titles. Consistency shows that you are detail oriented, an important skill in most occupations.

### **DO HIGHLIGHT SKILLS & ACCOMPLISHMENTS**

Instead of simply listing job duties, communicate relevant skills and accomplishments. Emphasize leadership, organizational, communication, and teamwork skills. Demonstrate results of your efforts by including figures wherever possible. (Ex. "Decreased costs by 20%")

### **DO BE HONEST & ACCURATE**

Convey your qualifications in a positive light without embellishment or exaggeration. Employers often advertise a "wish list" of qualifications and don't necessarily expect applicants to have them all.

### **DO CREATE A PROFESSIONAL APPEARANCE**

The employer's first impression of you is based on your resume. Make sure it reflects the professional image you want to convey!

### **DO PROOFREAD & EDIT**

Have someone else review your resume to check for errors or awkward phrasing.

## DON'T:

### **DON'T INCLUDE IRRELEVANT INFORMATION**

Leave out irrelevant information such as personal interests, family status, and salary requirements. Include only information pertinent to your job-related qualifications.

### **DON'T USE PASSIVE PHRASES**

Use action verbs to help emphasize your accomplishments rather than passively listing your job duties or responsibilities.

### **DON'T USE HIGH SCHOOL INFORMATION**

High school information is ancient history to recruiters. Stick to career-related and education-related accomplishments during college.

### **DON'T LABEL THE DOCUMENT "RESUME"**

It will be clear to the reviewer that this is your resume.

### **DON'T EXAGGERATE**

You may be asked to expound on any information you include in your resume. Be as accurate as possible without selling your skills short.

### **DON'T OVERLOOK EXTRACURRICULAR ACTIVITIES**

Experience gained during volunteer work, participation in campus or community organizations, and leadership experiences are all valid. Valuable transferable skills can be learned and practiced through volunteer and extracurricular experiences.

### **DON'T INCLUDE SALARY INFORMATION**

If a company requires a salary history, include it as a separate page or address it in your cover letter. Save discussion on this topic until after the employer has introduced the subject.

### **DON'T LIST REFERENCES ON RESUME**

References should be listed on a separate page and provided on request. Inform your references each time you submit their contact information to an employer. Make sure your references have current copies of your resume so that they can speak knowledgeably on your behalf.

## Additional Tips:

- There is no use of pronouns (i.e. I, me, we, my, them, etc.)
- Easy to read, professional fonts such as Calibri, Arial, or Garamond should be used
- Font size is in the 10-12 point range (headers can be 14-16 point and margin size is between .5 to 1 inch)
- Bullet points are not comprised of full sentences or paragraphs - begin each bullet with an action verb (use the correct verb tense)

## STAR(R) Technique

### SITUATION/TASK

Talk about the situation you were involved with or the task you were directed to complete.

### ACTION

Discuss the specific actions that you took. Remember to highlight any relevant skills or competencies that you practiced in these actions.

### RESULT

Tell the employer what resulted from your actions (i.e. a satisfied customer, an increase in sales, the resolution of a problem).

### RELEVANCE

Loop back and tell the employer why your response is relevant.

## Target Your Response

“Tell us about a time you had a conflict at work.”  
Remember, they don’t actually care about the conflict. They care about:

- How you fit in with the team
- The way you handle stress
- If you are able to ask for help
- Your communication style

So make sure your answer highlights positive qualities that fit the skills they are listening for.

## Get comfortable With your awesomeness

You are a rising star. You are awesome. Start making a list of all the things you are proud of. Then, find the common thread - are those times that you helped people? Or were super organized? Maybe it was a time that you exceeded everyone’s expectations or did more than was required.

Once you find a theme, run with it and make it part of your personal brand.

## Remember the Golden Circle

Check out Simon Sinek’s TEDTalk on YouTube called The Golden Circle.

People don’t buy what you do, they buy WHY you do it. Start by telling people your purpose, your motivation for doing things.

Then, move on to how. What specific actions do you take to realize your why?

Finally, end on your “what” or your result. What do you do?

## Think ahead

Pretend you already work there. What questions would you want to know about a new person? That’s a great way to start practicing the answers you would give.

Make sure your answers not only match your personal brand, but also the job. If you already sound like you fit in, that makes it easier for the interviewers to picture you in the role.

