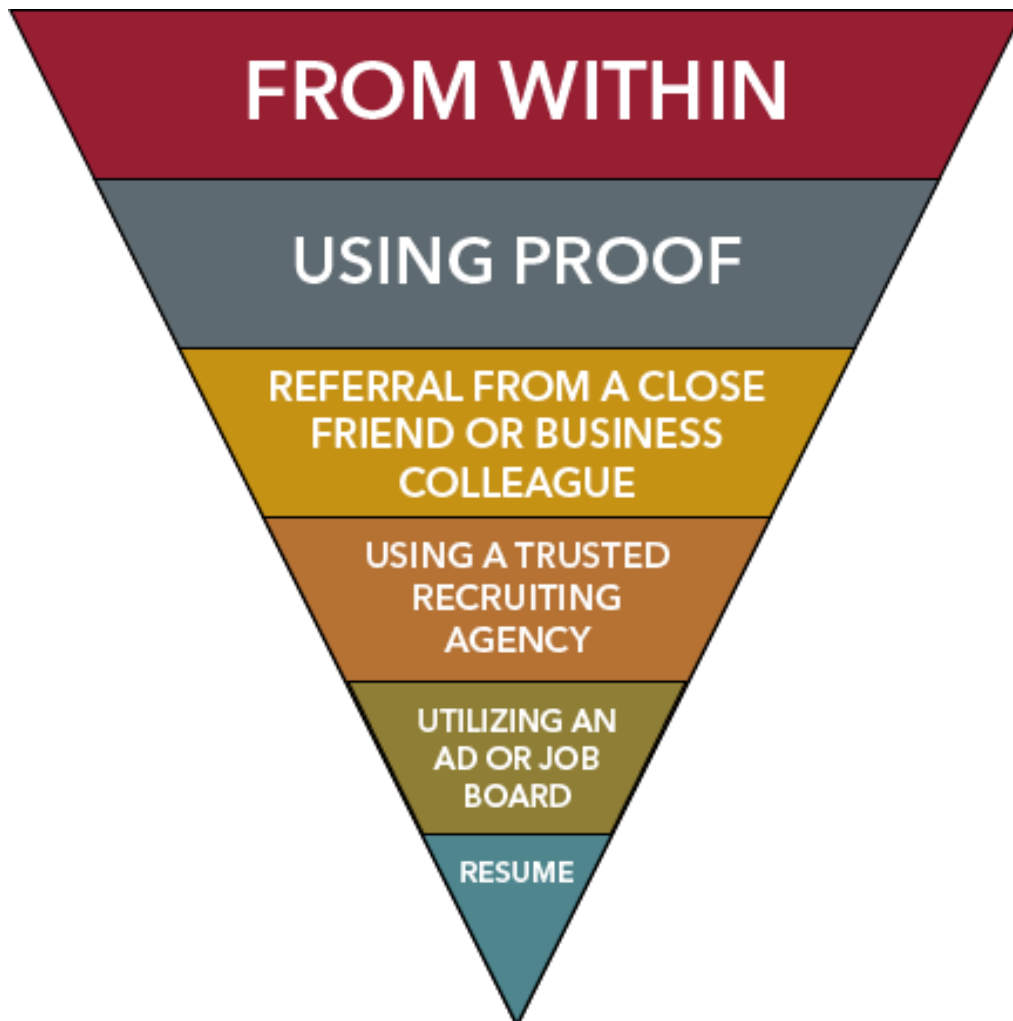


Job Hunting: Make Yourself Standout and Search like an Employer

Introduction

Job and internship hunting offers you a chance to learn more about the world of work and share your skills and experiences with potential employers. Knowing where to start is key to efficiency and success. When an employer has an opening to fill, they typically approach their search from the top down, meaning their most preferred method of filling a position is hiring someone they know who has a proven track record of success. This is a low risk strategy for employers and the farther employers move down the inverted pyramid, the higher the risk.



Job-hunters do not always realize this and often start their job search at the bottom of the pyramid. They tend to invest a great deal of time in sending out their resume and applying to positions posted on companies' sites or online job boards without realizing the importance of providing proof, networking and connecting with recruiters. Set yourself apart from the applicant pool and increase your chance of being called for an interview by taking time to review the advice we have outlined within this brief guide.

Advice for Job-Hunters:

Getting Hired from Within:

Try to get hired on with an organization of interest as an intern, temporary staff member, contract worker or consultant. While working within a short-term position, work hard and demonstrate your commitment to the organization so that you are well known if you choose to apply for a full-time position.

Using Proof:

When possible, provide samples of your work to help the employer better understand your skills and abilities. Portfolios, e-Portfolios, personal websites or other samples of your work can aid you in your search. Get in touch with the head of your academic department or a previous professor to discuss how to develop a portfolio targeted towards your career field or the position you're interested in.

Referral from a Close Friend or Business Colleague:

Networking is key in the professional world and the connections you form with faculty, staff, students, community members, and employers will likely help you. Utilize your connections and the online tools (e.g., LinkedIn) available to you to see if anyone you know can help you get connected with your target organization. Ask them to introduce you to representatives at your target company or see if they will invite you to a social event the organization is sponsoring so you can network with their staff.

Also, make sure to attend events such as the Etiquette Dinner, Networking 101, the fall and spring Career and Internship Fairs, and others that will allow you to start developing connections with WSU Alumni and Employers.

Using a Trusted Recruiting Agency:

Consider connecting with recruiters who can make you aware of additional opportunities and help you get connected with companies who rely on them to screen candidates. There are a number of solid recruiting organizations out there that are willing to work with college graduates and most do not charge job-hunters a fee, as the employers who utilize their services pay them.

Utilizing an Ad or Job Board:

There are a large number of job boards out there and some are better than others. Focus your search on local job boards and those that are easier to navigate and free to you as a job hunter. Most job boards do not charge job hunters, as they charge employers a fee for each position they post. As a WSU student or alum, you have access to the University's online job board, Handshake.

Handshake is a great place to start your search, as each of the employers who post on Handshake has an interest in hiring Cougs! To get started on Handshake, visit vancouver.wsu.edu/career and log in with your WSU network ID and password.

Resume:

While simply sending out your resume to employers of interest isn't the best way to approach your search, ensuring you have a solid professional resume and well-written cover letter is extremely important. Utilize Career Services workshops or our online Resume and Cover Letter Writing Guides to help you develop these materials and connect with staff within Career Services to have your materials reviewed before you send them off to employers!