

Gain career-related experience. Experience speaks! Visit the Smith Career Center to learn about internship or co-op opportunities offered for your major. Use eRecruiting to scan potential positions. Start early as finding an internship takes as much time as a full-time position

Polish and market your brand. You must be able to identify your top skills and creatively communicate them as part of your resume, personalized cover letters, and interactive interviews. Role play interview answers utilizing InterviewStream to critique your progress. In addition, consider seeking out "extras" such as computer classes, language skills, classes on business etiquette, and related volunteer work that could tip the scale in gaining job offers.

Start early. Finding a job **IS** a job. Allow 6-9 months to seriously pursue opportunities.

Schedule an appointment with yourself each week to work on your job search. Scheduling 2-3 hours each week to research new opportunities will keep your job search moving.

Seek advice and assistance when polishing your application materials. The Smith Career Center staff can provide a number of internet and campus resources to assist you in your search.

Rev up your networking online through websites such as LinkedIn and Facebook. Extend to the BU community by asking your Career Advisor about utilizing the BU Alumni Directory for potential leads. Ask your contacts for information about specific employers and/or potential job leads.

Utilize multiple strategies for locating job leads including eRecruiting job listings, job fairs, campus recruiters, job search sites, newspaper ads, company websites, staffing firms, etc.

Set up "Saved Searches" to save time. eRecruiting, job search sites, and company websites often have saved search features providing email notification of new job opportunities.

Have a Plan B, C, and D. Narrowing your interests to one company, one job type or one geographic location can be limiting in a tight economy. Consider related industries, relocation or part-time positions as an option until your dream job opens up.

Find opportunity with your current employer. New skills can come from volunteering to take on extra projects beyond your current duties. Joining interest groups or sports teams at work can build new contacts. Asking to attend training classes or conferences can also help. Check your employer's website for internal events and new employment opportunities.

Educate yourself on "what's happening" by reading industry publications such as *Newsweek* or the *Wall Street Journal* and joining student professional groups.

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