

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

Schedule an appointment with yourself. Scheduling 2-3 hours each week (*minimum*) to research new opportunities will keep your job search moving.

Seek advice and assistance. Visit the Smith Career Center to learn about internship, co-op, or full-time opportunities and use Bradley netWORK to scan potential positions. Career advisors can help improve your resume, cover letters, and interview skills and give job search advice.

Polish and market your brand. Identify your top skills and be able to communicate them in your resume, cover letters, and interviews. Role-play interview answers utilizing SCC online resources to critique your progress. Also consider “extras” such as classes in computer skills, other languages, business etiquette, and related volunteer work.

Rev up your networking online through LinkedIn and Facebook. Ask about utilizing BUconnect (the Alumni Online Community) and BU Mentor for potential leads. Ask your contacts for information about specific employers and/or potential job leads. Try setting up several Informational Interviews with people in positions/industries you’re interested in.

Utilize multiple strategies for locating job leads: Bradley netWORK job listings, job fairs, campus recruiters, job search sites, newspaper ads, company web sites, staffing firms, etc.

Set up “Saved Searches.” Bradley netWORK, job search sites, and many company web sites have saved search features that provide email notification of job opportunities.

Have a Plan B (and C and D). Don’t limit yourself to one company, job type, or geographic location; also consider related industries, relocation, or part-time positions.

Find opportunities with your current employer. Gain new skills by volunteering for extra projects beyond your current duties. Joining interest groups or sports teams at work can build new contacts. Ask to attend training classes or conferences to build experience. Check your employer’s web site for internal events or other 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.