

CURRY COLLEGE

CENTER FOR GLOBAL AND CAREER SERVICES

Tips on searching for, applying to, and interviewing for jobs

Searching

- Determine & assess what you are looking for in a position.
- Identify target companies & contacts in your network.
- Explore the Handshake job site, which is targeted to college students and recent grads.
- Meet with a Curry Career Advisor.
- Expand your personal and professional network, let people know what you are looking for & what you have to offer.

Applying

- Resumes & cover letters are a form of marketing to show that you know your market (the employer), you've got the skills they need, you know what they do, and you want to work for them.
- Customize your resume for your industry of interest and customize each cover letter for the job you are applying for.
- Develop your 60 second elevator pitch; a quick summary of yourself used to sell your skills and interests to a potential employer.

Interviewing

Before the Interview

- Overprepare- Research the organization through their website, social media & LinkedIn.
- Practice- Schedule a mock interview appointment with the CGCS.
- Prepare Questions based on your research of the organization.
- Clothes- Choose your clothes carefully, it's better to be overdressed than underdressed.

During the Interview

- Never, ever, ever arrive late to a job interview!
- Introduce yourself in a courteous manner to all personnel you interact with.
- Listen attentively and give non-verbal feedback to the interviewer.
- Ask questions when prompted to do so (you should prepare questions in advance).
- Ask about the next step in the process and how the employer will contact you.

After the Interview

- Write a thank you note via email within 12-24 hours to anyone you met with.
- Be available- frequently check the contact numbers and emails you shared.
- Return phone calls and email messages quickly.
- Wait a week to ten days to follow up, then send an e-mail to your main contact.