

Strategies for Job Search Success in a Tight Economy

With graduation quickly approaching we are aware that some of you may still be job seeking. Although the current economic recession is foremost on the minds of anyone seeking employment, UM engineering students and graduates are still very much in demand. However, employers are being more cautious about commitments and the numbers of anticipated hires have been, according to the research, reduced. Here are a few recommendations for those students still looking for employment in this tight economy:

Stay Positive! Although we admit this can be tough, staying positive will help you stay motivated, focused, and ensure you are working on your job search **EVERY DAY**.

Refine and Update your Resume- A well written and visually pleasing resume can make a difference in securing interviews. There may be more experiences to add, completed projects and co-curricular activities to include. If you haven't, make sure to visit the ECRC for a resume critique!

Register or Keep Using HireME- We hope you have and are using HireME for your job search. If not, register an account ASAP as employers continue to post jobs in the HireME system specifically for UM engineers. Act broadly when using the system including when choosing the search criteria you use. Be open to exploring a number of job opportunities in the system, even those that are not your "dream jobs".

Utilize a Diverse Approach- Visit corporate, research facilities', educational institutions or other employing organizations websites in your area(s) of interest. There are numerous tools on the internet offering employment opportunities. There is a list of **Job Search Links** and **Grad Resources** on our website under Job Search Resources to help you get started.

Pay Attention to Hot Job Markets- Although generally the job market is cool, there are four areas experts indicate are growing at stronger rates. These include: the U.S. Government, Healthcare, Green Technology and Sustainability, and Information Technology.

Network, Network, and Network! Many jobs are found through personal connections. In fact, your acquaintances are excellent resources to connect you to opportunities. Connect with faculty, staff, family associates, former colleagues and others for the chance to learn about different employing organizations, hiring practices, trends and opportunities. One resource is the *Alumni Network* within HireME, where you can find alumni working in your area(s) of interest. Others include networking events, relevant organizations, and groups. If you are unsure what associations exist in your field, check out weddles.com. This site offers a free association directory organized by field.

Try Networking Online- Social and professional networking on the internet is becoming increasingly more popular. Having a strong personal online brand can help you, and goes far in your ability to make and sustain connections. If you do not have one already register for a LinkedIn account. UM's Alumni Association InCircle is another online networking and marketing tool you can use.

Do Your Research- Research the organizations where you'd like to work. Make sure you know their competitors, their major challenges, their financial outlook, their mission, vision, and values. Reviewing their website and checking for recent press releases are means to get current information. If you can, schedule an informational interview with someone who works in a company you want to work for. The interview will provide great information about what they do, and could result in an addition to your network!

Effectively Correspond with Employers- Well constructed cover letters, letters of inquiry, and thank you notes are all key tools. Get objective feedback on your written correspondence and always follow e-mail etiquette guidelines. Remember, the ECRC can provide assistance and guidance as you draft your correspondences.

Maintain Accurate Records of Contacts and Follow-up on Job Leads- You are applying for numerous job opportunities so it's best to track of your job applications. Include the date of application, contact information and a copy of the job description whenever possible. Try creating a Job Log. Oftentimes the hiring process takes several weeks so your follow-up is often essential.

Sharpen Your Interview Skills- Spend time reviewing your experiences, formulating responses to typical interview questions and highlighting your unique educational and professional background. Come to the ECRC to explore strategies for interviewing success, and use an online interview practice tool like Optimal Interview, available via the Central Campus Career Center website.

Remain Focused- Set and achieve small daily goals, try new strategies, and do something every day towards finding a job!

We are Here to HELP- The ECRC staff is committed to helping you find opportunities and facilitate your professional development. Please come see us at 230 Chrysler Center.

