

Job Searching Tips

Where do I look for jobs?

The more sites the search the better chance you will have of finding a job you would like to apply for.

- Search websites of national associations related to your career.
- Find places you would like to work at and look at their job postings.
- Search local area job websites such as www.milwaukeejobs.com
- Use large websites at last resort – they are usually automated systems because of the sheer number of applicants who use them so your resume would have to be exceptional to get noticed.

Tip: If you find a job you would like to apply for on a large website go to the employer’s website and apply to them directly. It will give you a better chance of getting noticed.

What keywords should I use?

Most websites ask you to search using keywords and location. Be sure to limit your job search to location if that is important to you. As for keywords:

- Try different combinations. For example if you are looking for entry level finance jobs try different combinations of “entry and finance” “entry and financial” “entry and accounting” or search for job titles you may want “financial analyst” “finance manager” etc.
- Don’t get too specific. Try using truncation if the search engine allows. For example in some search engines financ* will bring back results with finance and financial.
- Try both abbreviations and the long form of words. Ex. Try RN, nurse, and nursing if you are looking for nursing jobs.

Resume Tips

- Remember when applying to different jobs to tailor your resume as much as you can to the job that you are applying for and the company that you are applying to. While it can become even more time consuming than job hunting already is it will help you get noticed more than a generic resume.
- Try to save your resume in PDF format. It looks more professional and will keep the formatting across all computers and software. It tends to also be one of the accepted formats for uploading resumes to job databases.

Other Tips

- Make a job search journal where you keep track of the searches you made and the jobs you applied for. This will minimize duplicate searches and job applications.
- Consider social media. Make sure that you have a positive online presence. Utilize networks such as LinkedIn if it is a tool that your career field tends to use.
- If you just graduated be sure to make use of the resources your University/College’s career center provides.
- Follow up. If you haven’t heard from a company you applied to in 2 weeks send them a follow up e-mail or give them a call.
- Overall, stay positive! Job hunts can take anywhere from 6 to 12 months.