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## Quick Tips Job Hunting

The job search can be frustrating and time-consuming. Here are some tried and true methods:

- **Network:** Start by talking with people you know, and ask them for any leads they might have. Tell them what you do and ask them to keep you in mind when they hear about openings.
- **Pick your targets:** Employers are inundated with unwanted resumes even when the economy is good. Make yours stand out. Customize your resume and cover letter for *each* job you really want.
- **Find out who's growing:** A little research will tell you which industries and companies are doing the most hiring in your area.
- **Become your own marketer:** For many job-seekers, this is the hardest part. But remember, you have lots to offer a potential employer, and there's probably someone out there right now, looking for just what you offer. Learn to talk about yourself in a meaningful, powerful way.
- **Follow up:** After any contact with a potential employer or resource person, make sure you send a personalized thank-you. If you have agreed to call or email someone, do it when you said you would.
- **Use social networking sites:** Join sites like LinkedIn and BrightFuse, and use those to find positions you might be interested in, or companies you might want to work for.
- **Always be professional:** Pay close attention to what you post on social networking sites (employers are checking!), and ask your friends to do the same. Remember, if you wouldn't want your grandmother to see it, you probably don't want employers seeing it either.
- **Stay positive:** Remember that employers are looking for the best-fit candidate for the position, and try not to take rejection personally!
- **Don't be afraid of a fill-in job:** These can be great places to do more networking!
- **Be honest:** Don't claim skills you don't have, and don't lie. Dishonesty can get you fired and ruin your professional reputation.
- **Career Services can help!** Contact us for an appointment.

### Resources:

- MSU Denver JobLink at [www.msudenver.edu/career](http://www.msudenver.edu/career)
- Business directories
- Reference USA at Auraria Library
- Professional associations
- The career library in the Office of Career Services
- Industry-specific job boards

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