

# Smart Strategies to Help with Your Job Search

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**Career Development Center**

**TWARDOWSKI**  
**CAREER**  
**DEVELOPMENT**  
**CENTER**

# Strategic Searching...

- ✓ Network. Network! NETWORK!
- ✓ Target organizations
- ✓ Identify Professional Associations
- ✓ Utilize your resources

You are either Networking  
or you are  
**NOT** working!



# NETWORK!

- ✓ Who do *you* know? Who do *they* know?
  - Start with the 5 F's
    - **F**amily
    - **F**riends
    - **F**ellow Peers/Alumni
    - **F**aculty
    - **F**oundations/Associations
- ✓ Reach out to people you want to know
  - [Informational interviewing](#)

# Linked In and Facebook

## Why Be on Linked In

Things to consider:

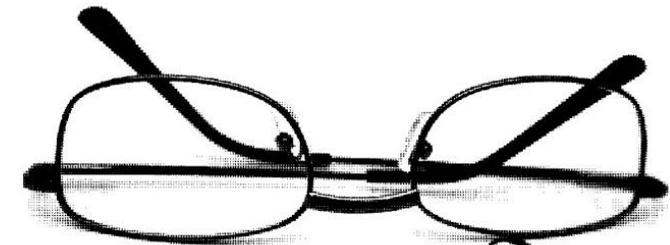
- What you post
- Security settings
- Google your name



# Resumes Indicate Success

On average,  
how long will an employer  
spend doing an initial  
review of your resume?

- ✓ Match **your skills** with **employer needs**
- ✓ Emphasize **keywords & skills** from position descriptions
- ✓ Tailor your resume to **each** position/organization



**Resume**

Employment Objective

... of work you want to do, such as:  
... using my strong background

# Heading

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## **Cameron Community**

123 Ram Road West Chester, PA 19383

610.123.9876

cc123456@wcupa.edu

## Cameron Community

123 Ram Road, West Chester, PA 19383/610-123-9876/cc123456@wcupa.edu

# Education

## **EDUCATION:**

**West Chester University of Pennsylvania**, West Chester, PA

Master of Social Work, May 2016

GPA: 3.83

*Relevant Coursework: Social Work Practice, Dialectic of Oppression and Liberation, Methods of Social Work Research, Advanced Policy and Community Practice, Individuals and Families, Groups and Organizations – Communities, Human Behavior in the Social Environment, Social Work with Older Adults*

**The Pennsylvania State University**, Abington, PA

Bachelor of Arts, May 2011

Major: Psychological and Social Sciences, GPA: 3.54

# Experience

## Include Everything!

- ✓ Honors & Awards
- ✓ Job Shadowing, Clinicals, Internships & Jobs
- ✓ Community Service & Volunteer Experience
- ✓ Student Organizations & Activities
- ✓ International Experience
- ✓ Research, Publications & Presentations
- ✓ Professional Associations



# Cover Letter

- ✓ Heading
  - Address your cover letter to a specific person.
  - Research the organization to find a name.
- ✓ First Paragraph
  - Introduce yourself and why you are writing.
- ✓ Second Paragraph
  - Emphasize your related experiences, and how your skills match the qualifications required.
  - Remember—it is about the employer, not you! What can you do for them?
- ✓ Final Paragraph
  - Say thank you, explain how you will follow-up and include your contact information.

# Don't Forget to EDIT!

- ✓ Slow Down
- ✓ Read... Re-Read... Fix Errors
- ✓ Your application is an opportunity to **predict success**



# Stay Connected



WCU Home > Student Affairs > Career Development

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[Internships and Jobs](#)

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[Graduate School](#)



[Alumni Services](#)

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[Faculty & Staff Resources](#)

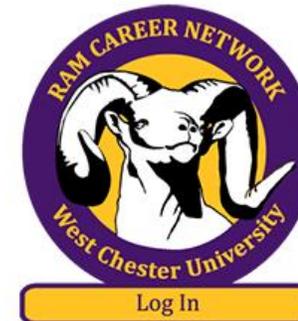
[Parent & Family Resources](#)

[▶ Schedule an Appointment](#)

[▶ Location and Parking](#)

[▶ Student Organizations: Request a Program](#)

[▶ Faculty/Staff: Request a Program](#)



### Events Calendar



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#### FEBRUARY 2016

Date	Time	Event
Feb 9	1pm	Drop-In Hours
Feb 10	11am	Information Table - City Year
Feb 10	1pm	Drop-In Hours
Feb 10	1pm	Information Table - Peace Corps
Feb 10	4pm	Information Table - City Year



Events calendar powered by 25Live

[View the Full Calendar](#)

MY WORLD  
ABROAD

Global career skills start here.



Human Services Career Fair  
Wednesday, March 16<sup>th</sup> 5pm- 8pm  
Sykes Student Union Ballrooms

