

Smart Strategies to Help with Your Job Search

Diane D'Arcangelo
Assistant Director
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



Heading

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**



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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 16th 5pm- 8pm
Sykes Student Union Ballrooms

