



Complete Job Campaign



Is it time to begin your job search? Do you want to identify and make use of all of your available resources? Do you desire to learn how to use a variety of ways to contact employers? Answers can be found at The Career Center and here are some ideas to help you begin:

DISCOVER RESOURCES

Investigate resources to assist you in your job search including:

- **The Career Center's Website**- www.careercenter.illinois.edu
- **The Career Resource Center**
- **Counseling Appointments**
- **Workshops**- Winning Resumes & Cover Letters, Successful Interviewing, Fast Track Your Job Search, and Internship Essentials

DEVELOP YOUR RESUME

Attend the “**Wining Resumes**” workshop to find direction in beginning to compose your resume. Utilize **The Career Resource Center** for a plethora of printed materials to provide examples and helpful advice. Bring your resume to The Career Center for **resume reviews** by a professional Monday – Friday 2-4:30 PM.

IDENTIFY AND EXPLORE EMPLOYMENT POSSIBILITIES

Familiarize yourself with the calendar on The Career Center website to know of on-campus interviewing opportunities and job fairs. Research industries and companies with the Vault database on The Career Center's website to locate information such as company profiles and important career advice. Perform informational interviews with professionals in your career field of interest to widen your network and gain valuable information.

SEND APPLICATIONS

With each resume you send, compose an individual cover letter addressing the organizational needs in the job objective and how you are qualified to meet those needs. If you are sending this resume through email, the cover letter will serve as the body of the email and the resume and references (if requested) will be attached separately. Contact the perspective employer if clear details are not given on how to send the resume. Make a counseling appointment to discuss your cover letter or utilize resume review time to receive helpful hints and advice.

PREPARE FOR INTERVIEWS

Attend the “Successful Interviewing” workshop to receive practice questions and advice on your interviews. Further, make an appointment in The Career Resource Center for a Mock Interview; you must bring your resume with you when you make this appointment.

FOLLOW UP

Send a thank you note after each interview, email thank you notes are acceptable as well. For assistance writing this thank you letter, attend the “Successful Interviewing” workshop. Keep copies of all correspondence between yourself and the potential employer.