

THE FULL-TIME JOB SEARCH

KEY QUESTIONS*:

*Answer these **before** beginning your search and **include** your response in your **OBJECTIVE STATEMENT**.

1. **What do you want to do?**
 - Full-time job vs. internship
 - Sales vs. Finance, etc.
 - Industry preference?
2. **Where do you want to live?**
3. **When do you want to start?**

RESOURCES FOR A GEOGRAPHICALLY TARGETED JOB SEARCH:

- ⇒ [Citadel Alumni Clubs](#)
- ⇒ **Chamber of Commerce:** Use an online search engine (like Google) to find the Chamber of Commerce in your area, and check out the **Member Directory**
- ⇒ **The Book of Lists:** List of professionals/organizations in several key fields. Charleston's Book of Lists is available at The Career Center
- ⇒ [City Town Info:](#) Research 20,000 US cities
- ⇒ [Cost of Living Comparison](#)

CUSTOMIZING YOUR RESUME AND COVER LETTER:

- Print out the job description**
- Mark it up** looking for key words
- Customize** each resume and cover letter to each opportunity
- Change the **objective statement** on your resume
- Use key words** in the bullet points in your Experience section

16 WAYS TO FIND A JOB*:

*(Best ways for college students are in **bold**)

1. **The Internet:** Using job sites (see list of "Web Resources")
2. **Networking:** With people you know, at **career fairs**, etc.
3. **School:** Use The Career Center, talk with faculty
4. State/Federal Unemployment Service
5. Private Employment Agency
6. Civil Service Test
7. Newspapers
8. Professional Journals
9. Temp Agencies or Other Short-Term Work
10. Industry-Specific Organizations
11. "How to Find a Job" Clubs
12. Sending Your Resume to Everyone
13. **Target Specific Firms** (especially their online postings)
14. The Phone Book
15. **Volunteering/Internships**
16. Work for Yourself

NETWORKING TIPS:

- Talk with who you know already: family, friends, mentors, professors
- Create a [LinkedIn](#) profile
 - ⇒ Join the group: **The Citadel Military College of South Carolina** to network with over 1,800 alumni
- Use [The Citadel Alumni Association Online Community](#) (available to Junior & Senior Cadets and Alumni)
- Get business cards: [Vistaprint](#) is one (inexpensive) option
- Attend professional organization meetings in your field. [List of professional organizations](#)

WEB RESOURCES:

- [The Gate:](#) The Citadel's exclusive online job board
 - Create a profile and upload an **employer ready** version of your resume
 - Opt to be included in the Resume Book
- [SimplyHired.com:](#) Comprehensive job search tool
 - ⇒ Log in to LinkedIn and Facebook while job searching to find jobs at your connections' organizations
- [Indeed.com:](#) Comprehensive job search tool
 - ⇒ Create a [my.indeed](#) account to receive emails when a job is posted that meets what you're looking for
- [CollegeGrad.com:](#) Entry-level job search
- [Idealist.org:](#) Non-profit jobs
- [Studentjobs.gov:](#) Entry-level US Government jobs
- [LinkedIn:](#) Click on the Jobs tab

GENERAL TIPS:

- Keep your Facebook profile as professional as possible
- Make sure your cell phone message is professional
- Submit a resume/cover letter as soon as possible after you see a job posting
- **Apply to multiple** jobs (if you're qualified for the job)
- After you apply, **wait a week** and then **follow up**
- Be persistent; don't give up!

NEXT STEPS:

- Make sure your resume is professional!
- Set up a time to meet with the [Career Center](#) if you want a second opinion about your resume.
- Create/Update your profile on [The Gate](#).
- Schedule time to devote to your job search.
- Use Interview Stream to practice your interview skills
 - Log into [The Gate](#) and click on **Jump to Interview Stream**
 - Select **Conduct Interview**, then **Customize Your Own Interview**
 - To receive feedback, select **Request Counselor Review**



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www.citadel.edu/career_services/