Revitalize Your Job Search
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Job Hunting Requires…

- Confidence.
- Determination.
- Time.
- Research.
- Practice.
- Networking.
Applied—No Action.
Interviewed—No Success.
Made It to Second Round(s)—No Offers.
Given Up/Starting from Scratch.
Employers Want Applicants Who …

- Understand their strengths.
- Have specific goals.
- Know why they want to work in a specific position, for a particular organization/employer.
- Can explain why they are the right candidate for the position.
Self Assessment

Understand Yourself
- Interests
- Values
- Strengths
- Goals

Take Action
- Applications
- Letters
- Resumes
- Interviews

Explore Options
- Resources
- Networking
- Activities
- Internships
Become a Stronger Candidate

- Re-assess your values, goals, interests, and skills.
- Review your application materials.
- Present your skill set more effectively.
- Improve your interviewing skills.
  - Review questions you’ve been asked and practice responses.
  - Use Optimal Interview.
  - Schedule a mock interview.
Resume Tips

- Clearly identify skills and accomplishments using bullets.
- Make sure it is error free.
- Be mindful of caps-lock:
  - RELEVANT vs. RELEVENT.
- Lack of consistency in inserting periods at the end of statements.
- Use OptimalResume effectively.
Reach Out / Follow Up

- Be sure everyone you know knows what you’re looking for. Keep in contact with everybody you meet. Ask for feedback.

- Stay in touch with past employers and colleagues.

- Send thank-you emails/cards to interviewers, recruiters, and other employer representatives.

- Don’t be discouraged; it is expected that many people whom you contact will not respond. Continue to reach out!
Individuals learn about job opportunities within the “hidden job market” via networking.

When creating and expanding a network, be sure to include friends, family, classmates, faculty, advisors, academic departments, alumni, etc.

Use library resources such as Career Search, Hoovers, *Encyclopedia of Associations*, professional journals.

Capitalize on the Internet: e.g., use LinkedIn and IvyLife.net.
Smile.

Don’t compare yourself to others.

Make eye contact.

Speak slowly and clearly.

Change your inner voice.
Anxiety Factors

- GPA.
- “Wrong” major.
- Shyness.
- Fear of rejection.
- Perceived lack of experience/specific qualifications: beware the “curve mentality.”
- Lack of interview preparation.
Rejection

- Get used to the idea of being rejected. Understand there’s more rejection than acceptance during any job search.

- Reduce rejection sensitivity by knowing that being turned down doesn’t mean you failed as a person. Move forward.

- You are not alone.
Job-Search Tactics

- Research industry/career field before applying to opportunities.
- Understand the required tasks and qualifications.
- Focus your resume to the position.
- Be flexible; extend your targets beyond the obvious.
- Be active, not passive.
- Expand your network during the upcoming breaks.
Job-Search Resources

- Cornell Career Services.
- CCS Library Resources.
- Networking Events.
- CCS Link Library (under Resources at career.cornell.edu).
Online Job-Search Resources

- CareerSearch (US, Canada, and other).
- Uniworld (multinational companies).
- Factiva (for articles).
- Hoovers (worldwide company/organization searches).
- Career Insider (Vault Guides).
- Cornell Library Catalog: http://catalog.library.cornell.edu Search by topic (e.g., “Going Global”).
Job-Search Resources

- Additional possible websites:
  - For openings in various governmental agencies: usajobs.gov
  - The Riley Guide: www.rileyguide.com
  - General job-search engines: indeed.com simplyhired.com doostang.com
Sites with Job Listings: Meta-list of Job listing sites arranged by career field/occupation

Community Organizing:
noacentral.org

Non-Profit Sector:
idealist.org/

International Development Jobs:
developmentjobs.com

Development Research, Policy:
www.eldis.org/go/jobs

CSR Jobs (Corporate Social Responsibility):
ellenweinreb.com
Remember Slide 5?
Employers Want Applicants Who …

- Understand their strengths.
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An Opportunity to Prepare

Putting Your Strengths to Work in the Job Search:
Monday, March 25, 4:30-6:30 pm
291 Statler Hall

- Develop an understanding of your own unique combination of talents.
- Learn to market yourself more effectively, from resume to interview.
- Develop a way to articulate what you uniquely have to offer in specific internship or job roles.

- Preregister in 203 Barnes Hall.
Questions?