

# RICHLAND COLLEGE

## CAREER SERVICES

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### STARTING THE JOB SEARCH

- **OBTAIN** a list of prospective employers from such sources as the "College Placement Annual", Chamber of Commerce listings, Directories of Professional Associations, and such library references as Standard & Poor's Register, Moody Manuals and Dun & Bradstreet's Directories. Don't stick to one job hunting strategy but, pursue a number at the same time.
- **TALK** to friends, faculty, associates, family or any personal contact who may know of available openings or about prospective employers. Remember: jobs come through people, not paper.
- **READ** newspapers (including want-ads) trade publications, business weeklies, journals, and books such as **What Color Is Your Parachute?** by Richard Bolles, **Planning Your Career** by Calvert & Steele and **Finding A Job In Dallas/Ft. Worth**.
- **PREPARE** by learning all you can about an employer in whom you have a strong interest. Visit your campus & public library to find information on employers. Do your homework. Researching organizations before you interview shows initiative and interest. **PREPARATION PAYS.....**
- **SEND** your resume and cover letter to any potential employers, and state that you will be contacting them for an interview. The resume is a selling tool, it will not take the place of a job search campaign.
- **CONTACT** the Office of the Texas Workforce Commission. Although the TWC handles primarily logical listings, it should be able to refer you to employment service offices in other cities and states. Check the job listings in the Career Information & Placement Services Library (Richland College).
- **PURSUE** all possible avenues, follow-up leads, don't become discouraged by rejections.
- **FOLLOW-UP** all leads and applications. It is appropriate after a few weeks to write and inquire about the status of your application or to reaffirm your interest in a position. Always send a thank-you note after each interview.
- **DON'T PRE-SCREEN YOUR-SELF OUT** because you are uncertain of your career goals or don't know how to find the kind of job you want. Contact a career or job placement counselor to help you to clarify your career and job goals.
- **THINK** about possible volunteer activities you can do to gain experience and exposure in your field. Network with professionals in your field whenever possible.
- **TREAT** a job search day like a working day - you should be up on time, dress appropriately and have job search assignments that you must complete.
- **LAUNCH A JOB HUNTING CAMPAIGN WITH INTENTIONALITY NOT BY HAPPENSTANCE.** Map out your resources, tools and strategy. Keep records and realize that a job campaign cost time and money. **GO FOR IT!**