Entry-Level Job Search

AT A GLANCE...
• Following these seven steps will make your next job search easier
• We’ve given some tips on how to research options and prepare for an interview
• Building your online presence will help you connect with employers you’re interested in

SEVEN STEPS
Your job or internship search doesn’t have to be hard. Below are steps you can take to guide you through the job search process. You can also use the resources at the Career Studio and meet with the Career Director for your major to find and use even more resources. Start off with making small goals, such as doing 2 or 3 of the suggestions below daily, and you’ll be on your way in no time!

Step One: Explore Options
• Learn about career options using graduate data, helpful links, and job postings
• Learn about tools for job searching: Handshake, LinkedIn, your personal network, Career Shift, O-Net, OOH (Occupational Outlook Handbook), Vault
• Meet with your Career Director in Career Services
• Identify and write down your personal strengths, skills, interests, and value, and practice articulating how they will solve problems for employers.

Step Two: Professional Documents
• Use a professional email address to give to employers and put on your resume
• Prepare your online networking presence via LinkedIn and Handshake using features like recommendations and project details to help you stand out
• Have your resume(s) and cover letter(s) reviewed at BYU Career Studios
• Prepare a portfolio or work samples to highlight your skills, talents, and experiences as necessary
• Review your social networking sites (ex. Facebook, Instagram, Handshake, etc.) and be comfortable with the image they portray
• Develop a 30-second introduction or “elevator pitch” for short encounters with potential employers and at career fairs
• Identify 3-5 individuals who will serve as references and ask if they can provide a “strong” recommendation
• Record a professional-sounding voice mail greeting in case an employer calls

• Obtain interview attire which is appropriate for the field in which you plan to work

**Step Three: Create a List of Employers**

• Research potential career fields: job titles, typical industries, entry-level jobs, and their associated salaries

• Identify the top three geographic area where you would like to live and work

• Research various organizations, companies, small to mid-size firms, and government employment that might hire someone with your skills, interests, and background

**Step Four: Identify contacts**

• Choose 5-7 potential employers you intend to follow-up with

• Conduct informational interviews with practicing professionals in careers of interest (look into tools and resources such as LinkedIn Alumni, BYU Connect, professors within the industry)

• Attend employer panels, info sessions, workshops, and fairs

• Join a national association representing your specific career field

• Access a variety of online job posting sites beginning with links listed on the Career Services website (careers.byu.edu)

• Check BYU Handshake frequently for career/internship opportunities

• Prepare to attend career fairs by researching organizations

**Step Five: Recruit Advocates within Companies**

• Develop a list of potential networking contacts—both employers and alumni. Use networking emails and business related media outlets such as LinkedIn and Handshake to stay in touch.

• Send a resume and cover letter to all employers of interest, regardless of whether a position is posted. Express your interest, by following-up with a phone call or email.

• Send thank-you letters for services rendered on your behalf and for any assistance received

**Step Six: Interview**

• Review potential interview questions and information regarding companies using resources such as Glassdoor

• Prepare for interviews by using resources on the University Career Service website, such as Standout, and complete a mock interview with your Career Director

• Send thank-you letters or emails after every interview

• Review the results of your actions with your Career Director to adjust your career search plans as needed

**Step Seven: Negotiate**

• Learn how to negotiate a starting salary and benefits package that suits your needs and matches your skills after you receive a job offer (visit Career Services and meet with your Career Director for additional help and guidance in this step)