

Project Managing Your Job Search

There is a set of tasks that you want to keep making progress on:

1. **Reflecting on and doing research on** what types of jobs to apply for, what industries or types of work appeal to you, what companies and organizations you want to target:
 - a. It's okay to have 2-3 industries or areas you're looking in and interested in.
 - b. Where do you want to work and what do you want to do? Do you want to work in person, remotely or hybrid? Would you consider relocating? Do you want to stay in an industry you've interned in, or test/transition to a new one? Do you want to work in a small, mid-sized or large corporation? Would you consider working for a start-up? What company culture will align with your values?
 - c. Your first job after graduation is just that - a first step after college
 - d. Your first job will give you clues to direct your search for your second job - no matter what it is, you will get good information about your strengths, likes, dislikes and goals from your first job.

[adapted from "Is Your Job Search Taking Too Long? Try These 6 Steps," Caroline Castrillon, Forbes.com, Dec 3, 2023]

[Helpful Resources: [Vault Campus on Handshake](#); [MyNextMove.org](#)]

2. **Networking with alumni** - [Bates alumni on LinkedIn](#)
 - a. Why? The majority of jobs are secured through connections rather than through applying cold to job postings.

[Helpful Resources: [Making Connections Guide](#), [LinkedIn Guide](#), [Networking Templates](#), [Networking Advice from themuse.com](#), [Good Questions to Ask - themuse.com](#)]

3. **Search for open positions** - on [Handshake Jobs](#), LinkedIn, bigger sites like indeed.com and Google, smaller sources like company/organization websites, industry-specific search sites, professional organizations related to your target industries/occupations. Here's a [resource on Handshake](#) listing several sites.

a. How to come up with successful keywords and search terms:

- i. Start with skills you'd like to use in work
- ii. List tasks and job titles you want to incorporate
- iii. Read through interesting job and internship descriptions for more keywords they use to describe; highlight those for more key terms
- iv. Limit geographically if applicable
- v. Test out "undergraduate" "entry-level" or 0-3 years experience, if applicable

[Helpful Resources: [Handshake Jobs](#); [PW's long list of job sites](#)]

4. **Finalizing your resume(s)** - you may have two versions if you're applying for very different types of jobs.

[[PW Resume Guide](#); [themuse.com resume advice](#)]

5. **Writing cover letters** when required - and when it's an option, you should submit one.

[[PW Cover Letter Guide](#); [thebalancemoney.com cover letter advice](#)]

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Set aside regular time each week to work on job search. Commit whatever amount of time makes sense for your current academic schedule and other priorities. Are you only taking three classes? Consider slotting a class time in for your search. Need a break from thesis? Schedule this as an alternative break.

Keep yourself organized with a spreadsheet or planning document for your job listings, keywords that work for you, contacts with your network:

- [Detailed example](#) from themuse.com
- [Simple example](#) from Marianne Cowan

Good resources on the process from [themuse.com](#):

- [Resume](#)
- [Job Search Process\(es\)](#)
- [Cover Letter](#)
- [Networking](#)
- [Interviewing](#)
- [Job Offer- Negotiating, Fit...](#)

[Center for Purposeful Work YouTube Playlist](#) - lots of videos of webinars and workshops from PW counselors and Bates alumni and parents. No one's getting an Oscar, but there's good information here.

Key Resources:

[Making Connections Guide](#)

[Networking Templates](#)

[Resource Library](#) - parent page for all of our resources

[Vault Campus](#) Vast amount of information on what it's really like to work in an industry, company or profession – and how to position yourself to land that job. Exploration of industries: especially check out the Vault Guides (Guide to Jobs in XYZ)

[Bates College LinkedIn alumni tool](#)