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Conducting a Job Search

Successful job searches consist of both an online and an offline approach. Outlined below are valuable steps you can take to find what you're looking for.

Network: Introduce yourself, talk to people, ask questions, and share your knowledge as often as possible. You need to actively pursue opportunities to meet the right people and connect professionally. To find the "hidden" job market, focus on building a network of contacts including: professors, colleagues, advisors, friends, relatives, former employers and other professionals that people recommend you to meet.

Research: Look up company profiles online, learn about industry trends, find out which employers are hiring, and discover what they are looking for in a potential employee. This information will help any job seeker to decide what opportunities are a good fit and successfully enable them to market their talents as they relate to the specific employer's needs in the industry. Knowledge is power.

Review: Read job postings very carefully. The job description will describe what the employer is seeking in an ideal candidate. Don't be discouraged from applying if you don't have everything the employer is looking for, chances are, you have plenty of other skills and talents that will help you stand out. Additionally, reviewing different job postings for similar positions will give you the industry specific vocabulary to include in your resume and cover letter. Follow "how to apply" instructions precisely!

Prepare and Follow Up: Make sure your resume is up-to-date and targeted to the job you are applying for. Always accompany your resume with a cover letter. After you send your documents do a friendly follow-up email or phone call after a week or so.

➤ Occupational and Employer Research

A very important step in the job search process is researching occupations and employers. Occupational research will give you the big-picture information on industry trends, career fields, and the job market. Researching specific employers of interest will bring clarity to the job search process. Company websites often have a wealth of up-to-date information. Below are some of the most popular and helpful online resources to help you find valuable, accurate, relevant information from credible sources.



The Riley Guide



Resources for Employer & Career Research:

Occupational Outlook Handbook: <http://online.onetcenter.org/>

America's Career Infonet: <http://www.acinet.org/>

Bureau of Labor Statistics: <http://www.bls.gov/>

CareerProject: <http://thecareerproject.org/Home>

Hoover's Online: <http://www.hoovers.com/>

Vault: <http://www.vault.com/>

RileyGuide: <http://www.rileyguide.com/>

CareerShift: <http://www.careershift.com/?sc=champlain>

National & Government Job Search Resources



The Riley Guide



CareerShift: <http://www.careershift.com/?sc=champlain> Get inside contact information immediately, including email addresses, for millions of companies.

Indeed.com: The Google of all job search engines. You can type in a title, keyword, or location and hundreds of jobs pulled from multiple sources appear!

Job Search USA: <http://www.jobsearchusa.org/> Clean and easy to navigate website containing national jobs.

America's Job Bank: <http://www.jobbankinfo.org/> Simply click on the state that you want to search.

Job Hunt: <http://www.job-hunt.org/index.html> This website not only allows you to conduct a national job search but also has a wealth of information on everything job search related written by the leading experts.

USA JOBS: <http://www.usajobs.gov/> The Federal government's official job list. Explore a career with the Federal Government and enjoy all of the great rewards of being a government employee.

Nation Job: <http://www.nationjob.com/> We are the number one community based job network in the U.S., and have 20 years experience connecting job seekers, employers, communities and industries.

Career Builder.com: <http://www.careerbuilder.com/> A leader in human capital solutions

Job Central: <http://www.jobcentral.com/> A service of a nonprofit consortium of leading U.S. corporations.

careerjet.com: The other Google of all job search engines. You can type in a title, keyword, or location and hundreds of jobs pulled from multiple sources appear!

www.Monster.com: The premier global online employment solution for people seeking jobs and employers.

Simply Hired: <http://www.simplyhired.com/> a vertical search engine company based in Silicon Valley, and we're building the largest online database of jobs on the planet.

www.Snagajob.com: Serves America's hourly workforce with great hourly jobs.

Vermont Job Search



JobSpot: Champlain College's in-house search engine. daily, most of the jobs posted are from employers seeking candidates from the Champlain College community.

Vermont Job Link: <https://www.vermontjoblink.com/> the largest array of job opportunities across the state of Vermont.

Jobs in Vermont: <http://www.jobsinvt.com/> A website dedicated to connecting Vermont job seekers and employers.

Seven Days: <http://classifieds.sevendaysvt.com/home> local newspaper with a great online job board.

Craigslist: <http://burlington.craigslist.org/> Is a great part time and freelance opportunities.

Burlington Free Press: <http://www.freepressclassifieds.com/> comprehensive, balanced local newspaper.

