



## CONDUCTING A JOB SEARCH

*Outlined below are valuable steps you can take to find what you're looking for on and offline.*

**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 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.

**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. 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

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.

## Resources for Employer & Career Research:

[Occupational Outlook Handbook](#)

[ONet Online](#)

[America's Career Infonet](#)

[Bureau of Labor Statistics](#)

[Hoover's Online](#)

[Vault](#)

[RileyGuide](#)

[CareerShift](#)



## National & Government Job Search Resources:

[CareerShift](#)

[Indeed](#)

[America's Job Bank](#)

[USA JOBS](#)

[Nation Job](#)

[Career Builder](#)

[US Jobs](#)

[Monster](#)

[Simply Hired](#)

[Snagajob](#)

## Vermont Job Search:

[Vermont Job Link](#)

[Jobs in Vermont](#)

[Seven Days](#)

[Craigslist](#)

[Burlington Free Press](#)