Instructions: As you begin your job search, first take time to consider your requirements for a future job or internship position such as location, job industry, and your personal timeline for landing a position as well as being realistic about how much time you can actually dedicate to your search. After thinking through these initial requirements, plan a job search strategy with a career counselor to determine your next steps. Keep in mind that your personal search strategy will vary based on the career field that you are pursuing. See back page for tips on how to think about allocating your time during the job search process.

Major: ______________________________________________________________________________

Desired Location(s): ____________________________________________________________________________

Job/Internship Focus (Be specific, i.e., Editorial & Writing Intern, Publishing industry, NYC; Math Teacher, Education-Private Schools, Dallas—see back page for how to create a “job target”)

1. __________________________________________________________________________________

2. __________________________________________________________________________________

3. __________________________________________________________________________________

Desired Date By Which to Find Employment: _______________________________________________

# of Hours/Week Dedicated to Search: ________________________________________________

SEARCH STRATEGY 1: (ex: Save and run search agent on DeaconSource and UCAN for Marketing jobs in Atlanta)

SEARCH STRATEGY 2: (ex: Make networking connections through LinkedIn and Career Shift, join WFU Alumni Groups, set up informational meetings with new contacts)

SEARCH STRATEGY 3: (ex: Use industry-specific search sites such as mediabistro.com for Publishing and Journalism-related positions; apply on other job search sites such as indeed.com, internships.com)
choosing your job targets...

* Dedicate the majority of your time to networking and making connections, which would include: Using LinkedIn.com (join WFU Alumni Groups) and Career Shift, setting up informational interviews and shadowing opportunities, attending company information sessions on campus, reaching out to professors and your adult fans, meeting recruiters at WFU Career Fair, etc.

*A smaller portion of jobs/internships can be found through job posting websites such as: Internships.com studentjobs.gov idealist.org Indeed.com Goingglobal.com (check out Online Resources handout in DeaconSource for additional sites.

*Register for DeaconSource to gain access to job and internship postings for companies interested in recruiting WFU students, as well as link to other key websites and access additional job search resources; set-up search agent based on areas of interest

job search strategies worksheet
office of personal & career development
reynolda hall 230 | 336.758.5902 | careers@wfu.edu | career.opcd.wfu.edu

allocating time for the search...

**Networking and Connections:** 70%
**Job Websites:** 20%
**On-Campus Recruiting:** 10-15%

Location
Washington, DC

Industry

Event Planner
Entertainment