

THE ULTIMATE JOB SEARCH

The University of Mississippi Career Center
303 Martindale
Career.olemiss.edu
662.915.7174

The Ultimate Job Search



- Finding a Job
- Job Search Strategies
- Social Media
- Internships
- Ideal Candidates
- EmployUM

Finding a Job

- **Have a Plan**
 - *Researchers at the University of Missouri in the U.S. have found that planning activities and positive emotions have a large impact on success when it comes to finding a job, though at different stages*
 - *Decide which Career you would like to pursue*



Finding a Job Cont.

- **Be strategic**
 - Use informational interviewing to narrow the possibilities
 - Informational interviewing can not only help you find the right career but it can also help you discover the hot issues in your chosen field and what people value in job applicants
 - For more information on Informational Interviewing, visit [The Career Center](#)

Finding a Job Cont.

- **Stay Organized**
 - Keep a folder
 - List prospective employers
 - Categorize resumes and cover letters
 - Keep a tally of your contacts
 - Collect and store information
 - Document your social network
 - Assess your progress weekly

Traditional Job Search Strategies

Want ads,
Classifieds and
Advertised
Vacancies

Creative
Alternatives

Direct Mail
Campaigns

Employment
Agencies

Career and Job
Fairs

Informational
Interviewing

Networking



New Strategies

- Support Groups
- Contacts
- Mentors
- Professional Associations
- Volunteer Work
- Get Noticed



Using Social Media in Your Job Search

- LinkedIn
- Facebook
- Twitter



Linked 

LinkedIn

- Create your profile
 - Make this look professional
 - Sell yourself and your skills
 - Link to Twitter and Facebook

LinkedIn





Chris Lewandowski YOU

Career Center Practicum Intern at University of Mississippi
Greater Memphis Area | Higher Education

Current

- **Career Center Practicum Intern at University of Mississippi**
- **Residence Hall Director - Kincannon Hall at University of Mississippi**

Past

- Senior Resident Assistant at John Carroll University
- E-Commerce Intern at TTI Floor Care North America

Education

- University of Mississippi
- John Carroll University

Connections

108 connections

Public Profile

<http://www.linkedin.com/in/chrislewandowski>



Share



PDF



Print

Share profile

Ask for recommendations

Create your profile in another language

182 **FREE Business Cards** **Vistaprint**
Order in minutes. Receive in as few as 3 days.
Order Now

Chris's Activity

edit

Chris Lewandowski has an updated profile (Education)

3 days ago • Like • Comment

Chris Lewandowski joined the group **John Carroll Alumni**

5 days ago • Find a group for you

Chris Lewandowski joined the group **Jesuit Career Center Consortium**

13 days ago • Find a group for you

Chris Lewandowski has a new profile photo

15 days ago • Like • Comment

Summary

Residence Life Staff responsible for a programming budget of over \$2,600 per school year. Program within the Residence Halls and around campus as part of a sexual-assault prevention group (One in Four).

Specialties

Economic analysis, trending information, data trends and online marketing tools

Education

University of Mississippi

Master of Arts, [Higher Education Administration/Student Personnel](#)

2010 – 2012 (expected)

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Specialties

Economic analysis, trending information, data trends and online marketing tools

Education

University of Mississippi

Master of Arts, [Higher Education Administration/Student Personnel](#)
2010 – 2012 (expected)

John Carroll University

2006 – 2010

Experience

Career Center Practicum Intern

University of Mississippi

Educational Institution; Higher Education industry
January 2011 – Present (3 months)

Work with students to develop a career plan as well as complete resume critiques, career counselling, career planning, interview preparation, and mock-interviews.

Residence Hall Director - Kincannon Hall

University of Mississippi

Educational Institution; Higher Education industry
July 2010 – Present (9 months)

At the University of Mississippi I work as a Residence Hall Director. I am responsible for the supervision of a staff of 13 Resident Assistants (RAs) and a 24 hour a day front desk staffed by student employees. I work to develop programming within the halls that will help our residents grow educationally and socially. Kincannon Hall holds enough rooms for 540 students and operates at 99% capacity.

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3 days ago • Like • Comment

Chris Lewandowski joined the group [John Carroll Alumni](#)

5 days ago • Find a group for you

Chris Lewandowski joined the group [Jesuit Career Center Consortium](#)

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15 days ago • Like • Comment

Chris Lewandowski joined the group [John Carroll University](#)

18 days ago • Find a group for you

[See more Activity »](#)

Chris's Connections (108)

Mark McCloud

Assistant Director of Career Services at The University of Mississippi

Thomas Fox

Guerrilla Marketer, Brand Marketing Consultant

Mary Lindenfelder

Development Associate at UPMC Mercy, Development Office

[See all Connections »](#)

Note: Currently your connections are **allowed** to view your connections list.
[Edit](#)

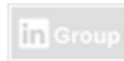
Groups you share with Chris:



[Jesuit Career Center Consortium](#)

Additional Information

Groups and
Associations:



Jesuit Career Center Consortium



John Carroll Alumni



John Carroll University



Southern Association of Colleges and Employers (SoACE)

Contact Settings

Interested In

- career opportunities
- new ventures
- expertise requests
- reference requests
- consulting offers
- job inquiries
- business deals
- getting back in touch



Contacting You

How a user can contact you depends on how he or she is connected to you:

- If a connection views your profile, he or she sees your email address
- If a user in your network views your profile, he or she sees a "Get Introduced" button
- If a user in the LinkedIn Network tries to view your profile, he or she will see an anonymous profile and a "Contact Directly" button

[Change your contact settings.](#)

Twitter



- Tweet to let connections know that you are job searching
 - Do this professionally
 - Promote positive aspects of yourself and the job search, employers do not want to hire negative employees
- Follow the Career Center @hireolemissrebs

Facebook

- Back to Basics
 - Keep posts to a minimum
 - Utilize status updates to let others know you are job searching
 - Google yourself to see what an employer can see

Internship Process

- The first step in the internship process is finding internships to apply for.
- Where to find internships:
 - Internships.com
 - EmployUM
 - The Internet
 - Feeler Resumes

Internships.com

- The Career Center subscribes to an internship database, internships.com
- Students log on and register
- Allows students to search by field and area of interest
- Provides information about internships throughout the country

Applying to an Internship

- Your cover letter and resume should be specific to the internship you are applying for.
- In your cover letter: highlight specific qualities that match those in the job description.
- In your resume: Highlight work experienced relevant to that job combined with your education.

Ideal Candidate Traits

- GPA- 70% of employers screened candidates based on GPA
- Communication skills
- Ability to work in a group
- Strong work ethic
- Leadership-candidates with leadership abilities were chosen over those without
- Relevant work experience-75% look for candidates with internship and co-op experiences

EmployUM

- EmployUM is the Career Center's job posting site
- EmployUM is accessed through [Career Center Webpage](#) or hireolemissrebs.com

Final Thoughts

- The most effective job searches are very creative.
- You may receive several “no”s before you get a “yes”
- Use as many avenues for job searching as possible.
- Be persistent!
- Don't forget to take time for yourself.
- Get to know the staff of the Career Center.
- **NEVER, NEVER, NEVER, GIVE UP!!!!!!!**