

Job Search – Skills

Description

Locating satisfying employment requires good job seeking skills, abundant resources, hard work and a positive attitude. You must have a clear understanding of your skills possess the ability to explain your skills, and exhibit knowledge of what the employer needs.

Conducting a Job Search

Places to Find Job Leads

- Career Resource Center
- Campus libraries
- Chamber of commerce
- Public libraries
- Bulletin boards
- Personal contact (friends, relatives, business acquaintances)
- State employment services offices
- Classified advertising in local or regional newspapers
- Yellow pages of local phone books
- Career placement offices at university
- Specialized local agencies
- Federal Job Information Center
- Directories that list all businesses in a certain industry
- On-campus interviews – companies come to campus seeking entry level employees
- Résumé referrals – Register and upload in Career Services
- Computer programs – the Internet has infinite possibilities
- Magazines/Trade Journals – feature articles and advertisements by major corporations in each field
- Newspapers – look for articles about new companies, grand openings, ground breaking ceremonies – lists of member businesses within a community

What Employers Seek

- **Work experience** – the more related the experience is, the better
- **Leadership skills** – in prior work, in student organizations, or through volunteering
- **Computer skills** – what do you know, how to use, and how well can you do it
- **Team player** – ability to work collectively with others toward a common goal
- **Flexibility** – are you able to change directions quickly as needed?
- **Good grades** – typically a GPA over 3.0 or better is the cut-off point employers use

Skills

- Ability to get things done
- Adaptability
- Common sense
- Decision-making skills
- Dependability
- Emotional control
- Enthusiasm
- Honesty/integrity
- Initiative
- Intelligence
- Interpersonal skills
- Judgment
- Mental alertness
- Motivation to achieve
- Oral communication skills
- Problem-solving ability
- Reliability
- Well-developed work habits
- Written communication skills

- Government or community agencies – use any free assistance you may qualify for.

Other Resources

- State employment offices
- Employment agencies
- Temporary agencies

Researching Companies

Find out about the company from libraries, chambers of commerce, Internet, career services or ask employer to send you information

- Who are the organization’s chief officers/president?
- Where is the organization located? Is there a headquarters or only one site?
- What are the organization’s philosophies and personality– for what is it known?
- What is the company history?
- What is the size of the firm – how many employees are there?
- What is the potential growth of the company and its “industry”?
- What are the products or services offered?
- Identify the competition and their strengths/weaknesses
- What is the company type – public, private or non-profit?

Website Repository

For even more information, please search through our hand-picked list of websites on [The Career Center’s Website Repository](#).