Finding a Job (Virtually)

Laura Koepsell, Senior Manager of Alumni Relations
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Outline

- Job search strategies
- Best job search websites
- Remote job resources
- Who is hiring?
- How to get jobs by talking to people
- Job application material considerations
Job Search Strategies

Organization:

- Only search for jobs one time per week
- Set a weekly agenda about what tasks you’ll work on
- Utilize a google sheet to track your progress

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Job Search Strategies

Tips:
• Job search digest with different websites
• Check job posting date - End of March - Present = good!
• Keep a word doc for each separate job with:
  - Job Description
  - The application materials used
Best Job Search Websites

- LinkedIn
- Glassdoor
- Indeed
- Monster
- CareerBuilder
Best Job Search Websites - Specific

- Start-up jobs: Angel List
- Non-profit jobs: Idealist
- Federal government jobs: USAJobs
- Political jobs: BradTraverse.com and Tom Manatos Jobs
- International/policy jobs: Global Jobs
- Peace Corps career page: RPCV Career Link
Listservs & Job Boards

Ask your supervisor, colleagues, and faculty members for listservs and job boards that they subscribe to!

Great way to get industry specific jobs sent to your inbox!

• Ed’s Clean Energy Jobs
• Early Career Climate Forum
Remote Job Search Websites

- The 25 Best Sites for Finding Remote Work
  - FlexJobs
  - Remote.co
  - Justremote
- Temporary Part-Time or Remote Work During COVID-19
- Cracking the Code: How to Navigate the Workplace and Your Job Search - Virtually
  - This will include all of the webinars and resources created for you!
Who is hiring?

- LinkedIn Report of who is hiring
  - Updated regularly
- Candor - who has hiring freezes, layoffs, etc.
  - Updated regularly
- U.S. Census + MANY Government jobs
How to Get Jobs by Talking to People

Who you may know:
- Alumni (university and TWC) on LinkedIn
- Ask you internship supervisor and coworkers for connections
- Apply through your career services website (handshake, symplicity, etc.) your applications go to the top of the stack

Via online searching:
- Search Linkedin for people in a specific company (HR or a specific job)
- Set up informational interviews about the company/job
- TWC Alumni LinkedIn group job board
- Staffing agencies - ROCS, RP Staffing, etc.
Job Application Material Considerations

- Job application timeline in relation to start date (for May graduation)
  - Government jobs - start in August for background checks
  - Business/consulting jobs - start in the Fall (Aug - Sept)
  - All other jobs - start in mid - late February
- When to submit a cover letter
- Artificial Intelligence Software
- CV vs. Resume
- Tailoring your resume and cover letter for every job
- Talk to your LEAD Instructor!
Questions?

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