

TEN JOB SEARCHING TIPS FOR WESTMINSTER COLLEGE SENIORS

1. **Contact the Center for Career Development for assistance** with a résumé or cover letter review, conducting a mock interview, job searching and/or career advising. To have your resume reviewed or make an appointment, email CareerSrv@westminster-mo.edu.
2. **Be able to identify your “transferable” skills and know how these will be a good match with specific careers.** Uncertain of skills or interests? Take Focus 2 (available on MyWC) to learn about possible options. **Avoid** saying to employers you are “open” and willing to do *anything*. Be prepared to give examples of your skills and competencies, and know how these fit with your career goals.
3. **Target your job search to specific industries and employers.** Make a list of top employers you would like to work for and check their websites for openings. Network through your friends, family, alumni, and social media to find a contact who works there. Ask your contact for tips on navigating the application process and to pass your resume on to the person hiring. Apply on-line, yet still make personal contacts to follow-up.
4. **Reach out to alumni successful in an area of expertise that matches your interest.** Join Westminster College Alumni Group on LinkedIn (Westminster College (MO) – Alumni) and our Facebook page (Westminster College (MO) Center for Career Development) to network and connect with other alumni as well as faculty and staff. Before doing this, make sure your social networking sites appear professional. For additional contact information on alumni please contact the Alumni Office.
5. **Use at least three methods to look for a job.** Although many jobs are found through networking, other methods can also be very successful. Consider searching for positions listed through professional associations, company websites, newspapers, virtual job boards, government websites, and employment agencies (no fee). You may also take a more proactive approach, sending employers your resume/cover letter, even though no openings have been posted. Whatever methods you use, be sure to follow up!
6. **Learn salary ranges and cost of living information** through talking to employees and browsing websites such as www.payscale.com, www.salary.com, and www.glassdoor.com. This will equip you for salary negotiations and help you learn more about the industry or company.
7. **Check the job postings on Westminster’s Columns CareerLink** (www.myinterfase.com/westminster-mo/student) and find a variety of career-related information. To login, click on “Forgot your Password?” and enter your WC Username (your full Westminster email address).
8. **Access the Center for Career Development’s resources** such as Vault – Career Insider (for occupational, company and industry information) and Going Global (for international and local jobs/internships). These can be accessed through the Career Services tab on MyWC.
9. **Network, network and network!** Join professional or community associations, volunteer for your favorite charity, or get a “stop-gap” job where you interact with the public and potential employers. It is much easier to get a job when you are currently involved in an activity, even if it is not paid. These can also expand your skills, build your resume, and demonstrate a strong work ethic or community centeredness.
10. **Keep Learning!** Show potential employers you are a life-long learner through learning new skills. Enroll in a self-improvement class or organization (i.e. computer, photography, management, or Toastmasters) often available through a local college, public library, career center, or adult evening education program. Explore the possibility of earning an advanced degree or certification to open further opportunities to you.



JOB SEARCHING RESOURCES FOR WESTMINSTER COLLEGE SENIORS

1. **Columns CareerLink** allows you to access current openings for jobs and internships and to register for events. You will also have access to sample career-related documents, articles, and more! (*Available through MyWC.*)
2. **Going Global** includes world-wide job openings, internship listings, industry profiles and country-specific career and employment information. More than 80,000 pages of constantly-updated content is included on topics such as: work permits/visa regulations, résumé/CV writing guidelines and examples, employment trends, salary ranges, networking groups and cultural/interviewing advice. (*Available through MyWC.*)
3. **Career Insider by Vault** is the largest most comprehensive online career resource available. Register now to access downloadable career guides, employer profiles and rankings, discussion boards, industry blogs and news covering the latest trends and issues, diversity, “green” programs, leadership development profiles, and job boards. (*Available through MyWC.*)
4. **Career Athletes** possesses the largest member based community of current/alumni student-athletes, athletic departments and hundreds of national, regional and local employers. They provide career networking and employment resources to collegiate athletes. (<http://www.careerathletes.com>)
5. **FOCUS 2** guides students through a reliable career and education decision making model to help them decide on a major and make informed decisions about their career. FOCUS 2 combines 5 self-assessments, career and major exploration, action planning and decision making in one comprehensive product. The “Access Code” is *bluejay* (*not to be shared with non-WC students and available through MyWC*)
6. **Job Choices** provides job-search advice for new college grads. Find resume samples, interview tips, what employers want, and information on how to market yourself. (<http://jobchoicesonline.com>)
7. **LinkedIn** is the world’s largest professional network on the Internet in over 200 countries and territories. Create a profile and build your professional network. Connect with alumni and employers by joining the **Westminster College (MO) Career Development** and the **Westminster College (MO) – Alumni** groups. (<http://www.linkedin.com>)
8. **Workshops** are offered throughout the school year on topics ranging from Resume Writing to Professional Etiquette. (<http://www.westminster-mo.edu/calendar/Pages/CareerServicesCalendar.aspx>)
9. **Resume/Cover Letters** are essential tools for a successful job search. Our office will assist you with developing your written job application materials. The **Interactive Resume** (<http://www.westminster-mo.edu/studentlife/career/students/rcv/Documents/Interactive%20Resume.pdf>) is a great place to start. (Email CareerSrv@westminster-mo.edu to make an appointment.)
10. **Mock Interviews** give you the opportunity to practice a job, internship, or graduate school interview **before** the actual interview. (Email CareerSrv@westminster-mo.edu to make an appointment.)
11. **Individual Career Advising** is available to help you understand opportunities within your specific field or other areas. Advice also available on applying to graduate school (Email CareerSrv@westminster-mo.edu to make an appointment.)
12. **The ARTHUR Library Catalog** has more than 200 books listed, all located in the Richard Career Resource Center. Information is provided on resume/cover letter writing, interviewing, internships, job searching, industry/company information and occupational information. Resources are also available on graduate/professional programs, graduate admission tests, and applying to graduate school. (<http://arthur.searchmobi.org/search~S4>)

