

Job Search Strategy

Set a Goal: Get SMART!

Specific – Make sure your goal is detailed and specific (ie. get a job is too broad a goal)

Measurable – Apply to 5 jobs a week, meet 3 new people, etc.

Attainable – Is your goal attainable: do you have enough time and resources to achieve it?

Realistic – Make sure your goal is within your ability.

Time- Bound– When will you achieve your goal by?

If you need assistance creating a goal, make an appointment with a peer career advisor at the Bissett Student Success Centre

Research

- Make a list of at least 10 possible employers/companies
- Make a list of targeted job posting sites
- Determine required skills, education, qualifications, and certifications
- Research conferences or industry events
- Research people in field to add to network list

Where to research:

- Internet job and career sites (like career cruising, which all Dalhousie students have free access to)
- Sector magazines/journals
- Professional memberships or associations
- Job fairs
- Volunteering in your industry
- Books and articles
- Informational interviews with a professional in your industry
- Your network

Connect

- Create a LinkedIn account
- Make a network list starting with relatives, friends, classmates and professors
- Conduct an informational interview
- Join a professional association - attend industry events/conferences

Plan & Execute

- Create an Action Plan to organize job search activities on a daily and weekly basis
- Learn how to deconstruct a job posting
- Update/ prepare a resume and cover letter to highlight experiences and skills
- Get your resume and cover letter critiqued by a Peer Advisor
- Secure agreement from 3 people who will serve as references

Get in Touch with the Bissett Student Success Centre

Location: 4th Floor Student Union Building

Gen Inquiries: career.services@dal.ca

Telephone: 902.494.3077

www.dal.ca/studentsuccess