Job/Career Search
“Connecting Curriculum and Career”

Do you know three related job titles to your ideal career and have contacts in your field of interest to conduct and effective job search? If so skip to the section you have not utilized; if not start here:

**Career Research** – The [Occupational Outlook Handbook](https://www.bls.gov/OCW/0OOH) (OOH) and other exploration sites will give you information on careers, and qualifications you will need to be competitive. Look at the related careers, these are possible starting places to gain these skills. *(Note: if you are overwhelmed with the options or having difficulty choosing consider taking an assessment at AACE to start focusing your search)*

**Professional Associations/Portfolium** – Professionals belong to professional associations (PA) to stay current in their field and many more reasons; OOH has a list (@More Info) and you may Google for more. Scrolling around on their websites will give you valuable information, check out the links you can access without membership. Ask your professors which they belong to and why. CSUEB’s Portfolium links you alum and staff.

**LinkedIn.com** – All companies and PA’s have LinkedIn (LI) pages. This is professional networking; search the PAs of interest and click to join after you have developed your profile to appear as an aspiring professional (students.linkedin.com is a tutorial page for how to develop your profile and use LI). As a member you may view others profiles; look at their career tracks, what other LI Groups do they belong to. Post your question to conduct informational interviews.

**Informational Interview** – Learn current information about your desired career field, develop a mentor, get contacts for more indepth knowledge. This is a great tool that can foster all this and more. Follow the link for more details.

**Websites and Target Companies** – You know about LI and PA job listings; you should also have picked up if there are niche websites for your field in your research. [Pioneerjobs](https://pioneerjobs.com) and [Indeed.com](https://www.indeed.com) are great general resources for job search. You should also know about competitors or organizations that do similar things; Google and [Hoovers](https://www.hoovers.com) are great resources for this.

**Job Search Tools** – [Resumes](https://www.csueastbay.edu/aace) and cover letters need to be targeted to the position you are applying for. You won’t get an interview if the employer cannot clearly see the transferable skills that you bring.

**Mentors/References** – Send your resume to your mentors and references for feedback and to help them be prepared to help you.

**Interviewstream** – Practice your interviewing skills; your resume is your outline for your interview. Schedule your interview critique with an AACE counselor or ask your mentor for feedback.

Get the job you want, you’ve prepared for it!