

# MALONE CENTER FOR CAREER ENGAGEMENT

## JOB SEARCH QUICK START GUIDE

### CREATE OR UPDATE YOUR ONLINE PROFILES

Create or update your LinkedIn Profile and Handshake Profile (now more than ever, an online presence is key). 80% of students who share their interests on Handshake receive a message from a recruiter. The more you include, the better your chances of having a recruiter find you.

### HAVE YOUR RESUME OR COVER LETTER REVIEWED

Resumes and cover letters are the first impression for a potential employer. Put your best foot forward so you can land the interview! Set up an appointment with a career advisor by logging in to Handshake ([furman.joinhandshake.com](http://furman.joinhandshake.com)). Use your Furman NetID and password to log in, then select “Career Center” at the top of the home page.

### SET UP JOB ALERTS ON MAJOR JOB BOARDS

Job alerts can help do the work for you. Set up automatic updates on the major sites and have alerts sent to your email. We recommend setting up a separate, new professional email account just for job searching!

### BEGIN YOUR NETWORKING STRATEGY

Start by brainstorming who you already know. Supervisors, professors, family, friends. Where do they work? Who do they know? Who should know that you have begun your job search?

For online networking, LinkedIn is your best bet. Start by connecting with alumni in your areas of interest. Visit the Furman University page in the platform, then select “Alumni” in the middle of the page. Use the criteria provided to narrow down the results by major, location, company, or industry. You can also search by keyword! Once you select who you’d like to speak to, set up an informational interview. Use the interview to ask for advice, insight and information. Never ask for a job or internship directly, it’s important to build relationships first.

### VISIT CAREER PATHWAYS

You will also need to find where the jobs you are looking for are being posted. Sites like LinkedIn, Handshake, Glassdoor, Simply Hire, etc. are great places to start, but can be too broad depending on your area of interest. To find more industry-specific job boards and career resources, be sure to check out the Malone Center’s Career Pathways page.

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### REFLECT AND BRAINSTORM

Reflection and Brainstorming: What are you looking for?

Location (Metro areas, regions, specific cities):

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Industry (Healthcare, Non-profit, Finance):

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Job Title (Marketing Coordinator, HR Generalist, Account Manager):

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### CREATE A LIST

Create a list of 10-15 organizations of interest in each location (not all employers post to big job boards, some only use their own websites. Start by looking for organizations first!). In addition, search for and join Talent Communities at your companies of interest. This is a great way for your contact information and resume to be put on record for consideration of future opportunities.

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