

Job Search Tips: A Focused & Confident Approach

A successful job search starts with a plan and ends with persistence. It's also an opportunity to faithfully showcase the gifts and skills God has given you to potential employers. Use these tips to stay organized, stand out, and stay positive.

1. GET FOCUSED

- Clarify your career goals and the types of roles you are targeting
- Build a list of job titles and keywords to guide your search

“Marketing Coordinator,” “Lab Assistant,” “Teaching Fellow”

- Set weekly goals: number of applications, outreach efforts, and follow-ups

2. CUSTOMIZE YOUR DOCUMENTS

- Use platforms like Handshake, LinkedIn, Indeed, and niche job boards
- Use keywords from the job description in your summary and skills sections to boost visibility in applicant tracking systems (ATS), and quantify your achievements with clear numbers and results to stand out

“Led a team of 4 to launch a student campaign that reached 1,000+ users.”

(Stick to one page per 10 years of experience—early-career professionals should aim for a concise, one-page resume.)

- Write a brief, personalized cover letter that aligns your skills and values with the role and organization

3. PREPARE FOR THE INTERVIEW

- Research the organization's mission, values, and recent work
- Practice answering common questions with specific examples
- Use the *CAR* method (*Challenge, Action, Result*)
- Be ready to talk about your strengths, experiences, and goals
- Come with 4–6 thoughtful questions for the interviewer

4. FOLLOW UP

- Send a thank-you email within 24 hours of your interview
- Keep track of applications, deadlines, and contacts in a spreadsheet
- Maintain a clean and positive online presence—review your social media

Finally, reach out to Career Services, peers and mentors for support!