QUICK JOB SEARCH TIPS

VITERBI CAREER CONNECTIONS

CREATE A JOB SEARCH PLAN

It’s a job to get a job, but here are a few steps to get you started:

- Start with a career goal
- List your skills, strengths, interests and the type of work you wish to pursue
- Explore jobs that are a good match
- Research market trends to identify which of these jobs are in demand
- Identify which geographic areas have abundant opportunities for jobs that you are interested in
- Research employers you want to work for
- Conduct informational interviews
- Prioritize your list of potential employers
- Have job application materials ready (resume, cover letter, references)
- Network
- Apply!

STAY CONNECTED

Networking benefits include:

- Gathering information on an industry, company or potential opportunities
- Gaining an understanding of professional responsibilities
- Collecting more information from diverse sources
- Obtaining valuable advice from someone who has successfully navigated the job search process
- Getting connected with others who share your interests
- Possibly getting “inside information” about a particular open position
- Potentially landing a job interview

VITERBI CAREER GATEWAY

Viterbi Career Gateway is a career-related online platform dedicated to the needs of Viterbi students. Resources include:

- Engineering internship, co-op, and full-time job postings
- Career & Internship Expo information
- Employer Trojan Talks schedule
- Career development workshops schedule
- On-campus interview sign ups
- Career advisor appointment scheduling
- Event RSVPs

CAREER ADVISING

Drop-In Hours

- Monday-Friday during the academic year
- No appointment required
- 15-minute session with a career advisor

Appointments

- Schedule on Viterbi Career Gateway year-round
- 30-minute session with a career advisor

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