

# Search & Apply for a Full-Time Job

## Search Strategies

Remember, a successful full-job time search can take up to **eight months** or longer to secure a job offer. To have successful search, you must first **identify opportunities!**

### Make a list

Create a list of preferred organizations, programs, or employers.

This will help give you direction and a response when people ask you how they can help you in your search. Consider the suggestions below:

- **Create a Job Search & Application Table in Excel**
- **Use a Job Search Organizer Website**
- **Track & Record Applications and Outreach in a Designated Planner or Notebook**

### Assess your professional portfolio

Is your resume up-to-date and match what companies are looking for? Are your social media profiles up-to-date and professional? Visit the [Handshake Resource Library](#), available to all students, for resource guides containing standards and tips for all professional documents. Resources to help sharpen your professional portfolio include:

- **Resume Guide**
- **Curriculum Vitae (CV) Guide**
- **Cover Letter Guide**
- **LinkedIn Guide**

The Career Center also provides professional document and profile review for FREE to students and alumni. Submit your materials to [careercenter@maryvillecollege.edu](mailto:careercenter@maryvillecollege.edu). If you would prefer to meet and revise your materials one-on-one with a staff member, please schedule an appointment at <https://maryvillecollege.joinhandshake.com/appointments>

### Practice Interviewing

The Career Center provides **Mock Interviews** to all students and alumni who would like the practice. Mock interviews are crucial in preparing for the job search. You can get feedback proactively and make adjustments to your demeanor, responses, and confidence level so when you get an opportunity, you can perform well in the interview to land the job. You can also review the **Interviewing Guide** in the [Handshake Resource Library](#) to prepare for your upcoming interview.

### Diversify your search

Be proactive. Identify opportunities using [Handshake](#), [LinkedIn](#), [Indeed](#), and by networking with professionals.

# Networking

## Over 70% of people find their jobs through networking

- **Share your interests.** Share your professional interests, aspirations, and goals with your friends and family. You never know who might know someone who could be helpful to you.
- **Research.** Research to identify possible occupations and what companies offer the type of work you want.
- **Utilize social media.** Use social media as well as face to face networking opportunities to connect with people who work for the type of organizations you are seeking. LinkedIn is an easy way to build your network using social media.
- **Always follow up.** If you meet someone at a networking event and get their business card, reach out to them. Verbalize it was great to meet them and see if they are open to having a discussion with you about their field.

For more information review the **Professional Communication Guide** and **Networking Guide** in the [Handshake Resource Library](#).

## LinkedIn

### Why should you use LinkedIn?

LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job, connect and strengthen professional relationships, and learn the skills you need to succeed in your career.

- **Gain exposure to hiring managers & recruiters**
- **Demonstrate your knowledge, creditability, and leadership expertise**
- **Use LinkedIn as a research tool to discover industries, companies, and pathways to success**
- **Earn social proof of your talent and skills through Skill Endorsements & Recommendations**
- **Join alumni groups and professional organizations**

### How do you connect with people on LinkedIn?

Start and engage in meaningful conversations. If it is someone you have met, send them a message providing context for how you met and why you are interested in connecting with them. If it is someone you have never met, introduce yourself and note a common interest. Explain why you are reaching out to them and why you want to connect. Remember – be brief, specific, and professional in your introductions.

For more information review the **LinkedIn Guide** in the [Handshake Resource Library](#), that includes seven independent resources:

- **Building Your Personal Brand on LinkedIn**
- **How to Communicate Effectively on LinkedIn**
- **Tailoring your LinkedIn Profile to Your Goals**
- **How to Network on LinkedIn**
- **Using LinkedIn to Find a Job or Internship**
- **Building a Great Student Profile**
- **LinkedIn Profile Checklist**

## Career Center Support

The Career Center offers support to students and alumni through each of the steps involved in the full-time job search and application process. [Schedule an appointment](#) with Career Center staff today.