

MGA Office of Career Services

JOB SEARCH CHECKLIST

Determine your current objective.

- Complete the assessment, **PinPoint** in the MGA Office of Career Services (Macon Campus)
- Read about different jobs by reviewing job descriptions and the **Occupational Outlook Handbook's** website at <http://www.bls.gov/oco/>
- Forget what your friends are doing or what seems prestigious or glamorous. What type of job would interest you and make you happy? Thinking about what you have enjoyed about past work, leadership, and academic experiences may give you some clues.

Develop a resume.

- Brainstorm and catalog past part-time/summer job, internships, leadership roles, community activities, and academic achievements/courses/projects.
- Create a one-page resume and get a Career Services staff member to review it. Examples available at www.mga.edu/cs.

Connect with Career Services.

- Register with **CareerLink**, using an up-to-date email address.
- Upload a resume.
- Upon graduation, update contact information so that we can still contact you with job information.
- Check your email to learn about new opportunities we may recommend for you.

Market yourself appropriately.

- Practice responses to interview questions. Review your resume and be prepared to give examples of your accomplishments and experience.
- Develop targeted cover letters to accompany resumes mailed, faxed, or emailed to a specific individual at a company.
- Purchase a well-fitting professional business suit and dress shoes in conservative colors.
- Come to interviews organized and prepared. A professional briefcase or satchel can hold your belongings. A portfolio can hold resumes and your list of questions.
- Send thank you notes to companies that interview you and people who assist you with your job search.

Develop a network of job leads.

- Attend the **MGA and GACE Careers Fair**. Collect business cards and follow-up with new contacts.
- Attend **Company Connects** and talk to people you know personally to connect with others in your field.
- Set-up informational interviews with professionals you meet.
- Research companies of interest, find a real person to contact, and send a prospecting letter and resume.
- Locate professional associations related to your industry/field. Contact a representative and set up an information interview. Some groups have student members and most groups want to recruit new people into their profession.

Use the Internet wisely.

- Apply to jobs on company websites rather than depending on job boards.
- Use **CareerLinks** to stay connected to your Career Services office.
- Use www.mga.edu/cs to locate jobs posted in US newspapers
- Locate professional associations related to your industry/field.