

THE CAREER MONTHLY

JOB SEARCH EDITION

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INTRODUCTION

Welcome to the newsletter issue of *Career Monthly*, brought to you by the Kent State Trumbull's Office of Career Services.

The newsletter will provide you information, resources and tools to help guide you through your career planning journey!

Do not hesitate to reach out to the Career Services Coordinator, Tiffany Tyree, for any career related assistance. Her email is tttyree@kent.edu and the office is

located in the Student Services Building, Room #143. Find all issues of *Career Monthly* on the KSUT Career Services webpage.



SECRETS FOR JOB SEARCH SUCCESS

⇒ Quality over quantity.

- * Limit the number of "reach" jobs you apply for; make sure you are 100% qualified for each job you apply for.

⇒ Personalize application materials to perfection.

- * Focus on personalizing cover letters and tailoring resumes to each specific job.

⇒ Capitalize on networking connections.

- * Take advantage of your personal and professional networks.

⇒ Establish professional presence online.

- * Check all social media sites for professionalism and privacy settings.
- * Have an updated LinkedIn profile, personal webpage and/or online portfolio.

⇒ Practice makes perfect.

- * Practice answering sample behavioral questions.
- * Research the company and be able to demonstrate that on resume and in an interview.

⇒ Start job search sooner than later.

- * Some hiring processes are very longwinded; focus on job interest and applying right away prior to graduation.



REMEMBER:

"Job searching is like a pinata... If you hit it hard enough, you'll be rewarded."

"Be so good they can't ignore you."

THE JOB SEARCH GUIDE

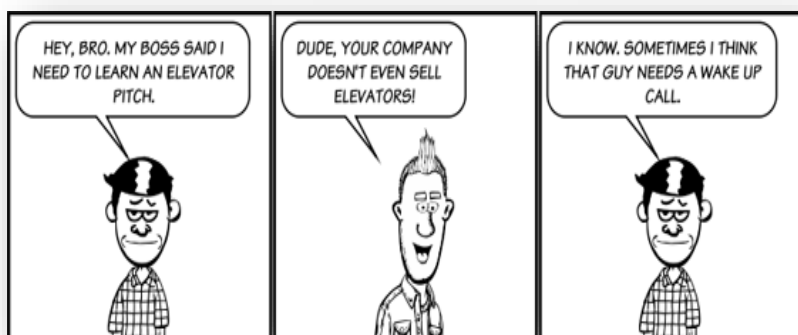
Know what you want.

- Research various career paths/industries of interest to figure out what positions fit you and that you are qualified for.
- Reflect on your strengths, likes, and job expectations.
- If you need more assistance, contact and schedule a meeting with Career Coordinator.
- Look into what life will be like with various careers.
- Helpful websites: <https://www.bls.gov/ooh/>, <https://www.mynextmove.org>

Polish tools and skills.

- + Make sure your resume is updated, organized, and ready to go.
- + Make sure you have skill sets and experiences that align with positions you are interested in.
- + Review professional etiquette.
- + Practice answering sample interview questions; consider mock interviewing.
- + Prepare a cover letter highlighting your interest in the position and qualifications that make you the perfect candidate for the position.
- + Check out career advice videos for further help and practice.

<https://www.kent.edu/career/career-advice-videos>



Plan your search and stay productive.

- + Create a timeline for yourself.
- + **Dedicate** time solely to job searching.
- + Create a spreadsheet to store job information. (ie. Job title, posting link, location, job qualifications, plans to apply and when you applied).

Locate positions.

- + Indeed
- + LinkedIn
- + Career Builder
- + ZipRecruiter
- + Handshake
- + Weekly KSUT jobs email and career services webpage
- + Company' websites
- + Social media sites
- + Career fairs and networking opportunities
- + Career weblinks: http://www.livebinders.com/play/play_or_edit?id=390346
- + Look into temp agencies (if unable to find full-time positions)

Research and get to know each employer you put a job application in for.

- + Companies' website
- + Handshake
- + LinkedIn
- + Glassdoor (<https://www.kent.edu/business/careers/resources>)

1-MINUTE ELEVATOR PITCH

DEFINITION:

Quick, personal and persuasive selling statement.

WHAT TO INCLUDE:

- Who you are.
- Your specific goal or career interest.
- Demonstrate your interests and experiences in the field with examples of things you have already accomplished.
- A question or request for assistance.

USES:

- Career fairs
- Emails
- Cover letters
- LinkedIn
- Professional interactions

PITCH TEMPLATE:

"Hello, my name is _____ and I am completing a _____ degree in _____ at Kent State Trumbull. I am interested in a position as a _____ in the field. I have been involved in _____. I have developed skills in _____. I have also had work experience as a _____ with _____ and discovered that I really enjoy _____. Could you tell me more about _____?"

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OFFICE OF CAREER SERVICES

The office can assist you with the following:

- ⇒ Major and Career Exploration
- ⇒ Graduate Studies
- ⇒ Resume and Cover Letter Development
- ⇒ Interview Preparation
- ⇒ Career Search Assistance and Guidance
- ⇒ Job and Internship Opportunities

CAREER RESOURCES:

KSUT Office of Career Services
<https://www.kent.edu/trumbull/career-services>

KSUT Career Cabinet
<https://tinyurl.com/KSTCareerCabinet>

Inquiry Letters

What they are and when to create one

- Used when you want to be proactive in finding a dream job with an employer you would love to work for.
- It is similar to a cover letter.
- The biggest difference is you're making a "cold contact" to an employer.
- It is communication with an employer who hasn't posted a job opening, BUT you want to show your interest in working for them, share how your qualifications match with their needs and how they could benefit from you being one of their employees.
- Inquiry letters should include:
 - + A specific contact name and title at the company.
 - + An introduction with why you are writing.
 - + A polite request for a follow-up meeting or phone call.
 - + A thank you to the reader for his or her time.
 - + Your signature — blue ink is best to show the letter is an original.
 - + Your resume as an attachment.

TIPS:

- ♣ Be sure the employer is a great fit for you.
- ♣ Become very knowledgeable of the employer (research!).
- ♣ Be confident, have a solid understanding of your qualifications, and "what you can bring to the table."
- ♣ Proofread letter multiple times and make sure there are no grammatical errors.

IF YOU COULD STOP POSTING "ENTRY LEVEL
POSITIONS THAT REQUIRE 3-5 YEARS
EXPERIENCE

THAT'D BE GREAT

DID YOU KNOW?

*North Korea and Cuba are
the only places you can't
be Coca-Cola.*

*More people visit France
than any other country in
the world.*

*The longest place name on
the planet is 85 letters
long. (Located in New
Zealand)*