

Career

Development Toolkit



Set Priorities for Job Search

Applying for jobs can be time-consuming. Because of this, you may want to start by considering what is important to you in a career such as schedule, tasks, employer, location, etc. When you've decided what you want in a career, then you can start searching and applying for positions based on your priorities.

When applying for career opportunities, the first step is to search for open careers. If you are interested in working for specific organizations, you might want to go to their websites to search openings. You can also search for opportunities using a career search engine.

Career Search Engines

[CareerBuilder](#)

[Google Careers](#)

[Handshake](#)

[Indeed](#)

[LinkedIn](#)

[Monster](#)

[OhioMeansJobs](#)

[ZipRecruiter](#)

When searching for positions on these websites, you can set filters including the location, schedule, and others to broaden or limit your search. When searching by keywords, you may want to try several different keywords. For example, for a management position, you might search “manager,” “leader,” “supervisor,” or similar words or phrases.

To save time while looking through open positions, you may want to start by looking at the minimum qualifications of the positions in which you are interested. For example, some positions might require a certain type of degree (Engineering, Marketing, etc.), a certification or licensure (Licensed Social Worker, Certified Public Accountant, etc.), or years of experience. You may reconsider applying if you don't meet these minimums.

Instead of applying for the position on the career search website, it's a good idea to look for it on the company's website and apply there. You should also research the company by using the “About Us” section on their website that explains the work they do. By reviewing the website, you can make a more informed decision about whether you would be interested in working there.

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Completing an Application

Revise your résumé and cover letter: Make revisions based on the position description of each job. For example, include money management experience if the position involves working with a budget. If the position involves speaking with customers, include details about customer service experience.

Submit all information: Employers are unlikely to consider applications that do not include all the information they request.

Professional e-mail address: Usually an e-mail that consists of some combination of your first and last name is ideal.

Work history information: Applications will often request information about work history including former employers, their addresses, their phone numbers, supervisors, and reasons for leaving.

Avoid unflattering information: In the “Reasons for Leaving” section, use language that makes you sound like a good employee. Avoid directly stating you were terminated.

Save the Job Description

It will be helpful to refer back to this to review the position and expectations in case you are called for an interview.

Send a Follow-up Email

If you don't hear from the employer after the posting is removed, you should follow-up to express your continued interest.

Keep it Concise

When sending follow-up emails or other communication with employers, stick to the relevant information.