

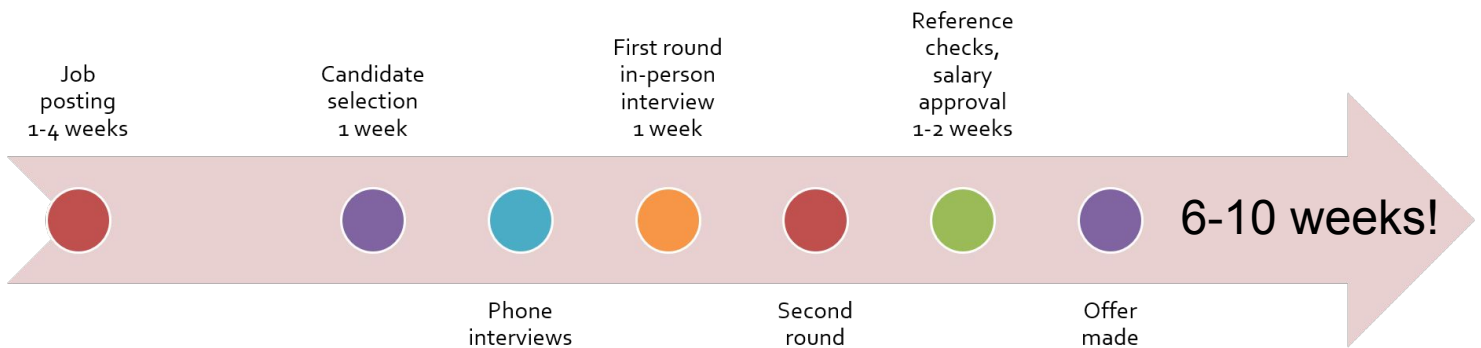
# Center for Student Professional Development

## Graduate Career Development Essentials

### Job Search Basics

#### When should you apply?

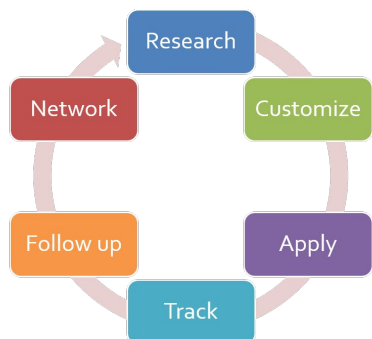
Many companies have a goal of 45 days (that's 6 (or 9!) weeks) from posting to hiring. And that's a goal, and you can guess that this doesn't happen all the time. So the strategy of applying for "the perfect job" and waiting to hear back is not going to work. You should start your job search at least 4-6 months ahead of graduation.



#### How much time should you spend each week?

For 1-3 applications per week: 5 hours =

- Researching employers and opportunities: **1 hour**
- Customizing your resume and cover letters: **1 hour**
- Submitting applications: **1¼ hours**
- Creating and updating your action plan and job search tracking form: **15 minutes**
- Following up with applications and networking leads: **30 minutes**
- Networking in person and using professional/social media: **1 hour**



#### Useful Websites

- O-Net Online
- CareerBuilder
- Indeed
- Job.com
- LinkedIn
- Glassdoor
- Monster
- Simply Hired
- US.jobs
- Idealist - (Non-profit sector)
- HigherEd Jobs

#### Other Sources of Opportunities

- Handshake
- LinkedIn
- Facebook groups
- Twitter
- Career Fairs