**FINDING A JOB FASTER**

1) **Set up email alerts** through job boards
2) **Call/visit** places in person – use online or hardcopy yellow pages (Use networking and create a script (see below))
3) Do not send a generic, one-size-fits-all resume. **Tailor it** to “match” each job
4) **Follow up** when you apply (call, email, meet in person)
5) Whenever possible, **apply through the company website directly** rather than recruiting sites/agents
6) Utilize Staffing companies and recruiters – **call once a week**

**DAILY PHONE CHALLENGE**

- Make a list of 10-20 people to call
- Have your script, resume, notebook, and calendar in front of you as you call
- If the person who answers is busy, ask politely when a better time would be to call

**SHY or INTROVERTED?** Take advantage of online social networking such as Facebook, LinkedIn, Twitter, etc.

**SAMPLE SCRIPT**

Hello, my name is ________ and I am a current student/new graduate seeking part-time/full-time employment as a ______________. I was wondering if you may be in need of any help at this time.

- **If yes**, how do you recommend I apply? Is there an online application or would it help if I came in person and brought in a resume to someone in particular?

- **If no**, Thank you for your time – would you happen to know anyone else who may need help or who may need a ______________? Thank you for your help. Have a great day!

*If you want to be even more strategic with your career transition, focus on part-time or full-time jobs / internships within a specific company or industry, schedule an appointment on Handshake and let’s talk!*  

[https://weber.joinhandshake.com/appointments](https://weber.joinhandshake.com/appointments)