TOP TEN SEARCH TIPS
for your job or internship

1. Coaching
Visit with Career Consultants to develop an individualized plan related to your career goals. From exploring careers to negotiating offers, we can coach you from admission to position!

2. Hire account
Setup and use your account on HireOSUGrads.com to apply for jobs and internships. You can research employers, learn about career events, and sign-up for on-campus interviews!

3. LinkedIn
Follow companies to see how they’re growing. Connect with people in your industry. Identify professional opportunities that you may not find elsewhere.

4. On-campus visits
Gain an edge over your peers by attending our career fairs and employer sessions. Connect with recruiters in-person. Career fairs and info sessions typically happen during the first half of a semester.

5. Networking
Contact your friends, family, and professors for potential job leads. Take advantage of professional associations and conferences to learn about future opportunities.

6. Resume
Employers expect to see a resume. Create something that professionally represents your education, experience, and skills. Upload as a PDF or print them on resume paper for in-person events.

7. Interviewing
This is your opportunity to explain why you want the position and how you envision yourself with their team. Research the company before the interview. Come equipped with questions to ask that cannot be answered online.

8. Follow up
Sending a personalized thank you card is the icing on the cake after an interview. A tailored email or card will work. Be sure to send it no later than 24 hours.

9. Adaptability
Tailor your application materials, professional dress, and interview answers to fit the company culture and standards. Be flexible in your approach to job searching.

10. Tenacity
Continually apply and interview for positions until you receive an offer. You will receive more rejections than opportunities. However, you only need 1 offer to seal the deal.

College of Arts and Sciences Career Services // cas.okstate.edu // HireOSUGrads.com