8 STEPS TO LANDING A FULL-TIME JOB

1. Know Thyself
   ♦ Know your strengths and achievements
   ♦ Know your weaknesses and work on them

2. Conduct Research
   ♦ Research the industry
     - Read the news everyday to keep up with the industry
     - Join professional organizations and check out their websites
   ♦ Research specific companies that interest you
   ♦ Visit Career Services to create a personalized plan utilizing our employer databases

3. Prepare your Application Materials
   ♦ Resume
   ♦ Cover Letter
   ♦ Portfolio

   *Samples available at Careers.erau.edu

4. Start Searching for Jobs
   Know good resources for your field!
   ♦ Company websites
   ♦ Industry-specific job boards
   ♦ General job boards (i.e. Monster.com, Careerbuilder.com, Hotjobs.com, Indeed.com, etc.)
   ♦ Industry/Career Expo, Career Fairs
   ♦ Network: contact friends, family, other students, faculty; use Facebook & LinkedIn
   ♦ Professional organization websites, journals, & magazines

5. Track your efforts
   ♦ Keep a list of companies you have researched
   ♦ Keep a list of all the jobs you have applied to, when you applied to them, and a copy of the job description for future reference

6. TIP
   Make these general at first, then tailor them to meet the needs of the job

7. Prepare for the Interview
   ♦ Plan your dress: make sure you know how to dress for your industry; buy a suit or new clothes if needed
   ♦ Schedule a mock interview with Career Services
   ♦ Review the job description: know how your strengths and experiences relate to the position

For more detailed tips and sample interview questions visit careers.erau.edu/land-offer/interviewing/index.html

8. Wrap-up
   ♦ Send a thank you letter
   ♦ Assess what you think went well and what didn’t go so well
   ♦ Don’t give up and keep applying!