

# 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

### TIP

**Not sure what your strengths are?** Make a list of your skills, dividing them into three categories:

#### 1. Knowledge-based skills:

Acquired from education and experience (e.g., computer skills, languages, degrees, training and technical ability).

#### 2. Transferable skills:

Your portable skills that you take from job to job (e.g., communication and people skills, analytical problem solving and planning skills).

**3. Personal traits:** Your unique qualities (e.g., dependable, flexible, friendly, hard working, punctual, and being a team player).

## 3

### Prepare your Application Materials

- ◆ Resume
- ◆ Cover Letter
- ◆ Portfolio

\* Samples available at [Careers.erau.edu](http://Careers.erau.edu)

### TIP

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

## 6

### Follow-up

- ◆ If you have contact information for the job posting, inquire on the status of the application process

## 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

## 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](http://careers.erau.edu/land-offer/interviewing/index.html)

### TIP

Practice your answers to common interview questions in the mirror

## 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

## 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!