

12 Things You Can Do Right Now for Your Job Search

1. **Get Linked In**

- If you don't have a profile, develop one.
- If your profile is "incomplete," make it more complete.
- Add recommendations and a professional photo.
- Join Groups...including the GW Alumni Association Group and the GW SPHHS Alumni Group (if you are an alum), as well as other special interest groups like APHA. Don't forget about your other educational institutions too – join their alumni groups!
- Research your school alumni under the "Contacts" heading.
- Follow companies that are interesting to you.
- Use the LinkedIn job board.
- Do company research to learn about the place and see who you are connected to there.

2. **Join a relevant public health or health services association** and then get involved. Attend a function, meet others, serve on a committee.

3. **Volunteer.** If you lack field-related experience, consider an internship or volunteering.

4. **Request an informational interview** from connections, friends of friends, or someone who has a job that interests you.

5. **Get your cover letter and resume reviewed** by three people: one in your field to be sure the content is good, one outside your field to be sure it is understandable, and a career professional like a career counselor.

6. **Practice interviewing!** You can do this with a friend, a family member or with a career professional at SPHHS.

7. **Ask for feedback.** If you've interviewed for jobs you weren't selected for, politely ask for feedback. Demonstrate a sincere desire for self-improvement.

8. **Know how to introduce yourself – and practice it!** Craft a statement that introduces who you are, what you have achieved, and how you can apply those achievements for professional success. Rehearsing your introductory statement will allow you to introduce yourself in a way that sounds fluid and natural.

9. **Get references in order.** Do this BEFORE you need it.

10. **Tell everyone you know** – friends, family, old friends, etc – that you are looking for a job and what kind.

11. **Build your online presence.** Create positive content by writing or commenting on a blog, tweeting about field-related issues, and commenting on industry discussion boards.

12. **Take a break.** Nobody can search for a job 24 hours a day. You have to recharge. Go for a run. See a movie. Go out with friends. Do some yoga. Whatever you do, just relax and enjoy so you can be refreshed when you tackle your next job search "to do."