Learning About Job Opportunities

Successful job campaigns identify information about the best potential employers and job openings. Limiting your knowledge by relying on only a few sources of information may cost you an opportunity to get a better job. The following list of resources may help you identify employers and jobs.

**PERSONAL CONTACTS:**
- Family
- Friends
- Mentors, senior level contacts
- Neighbors
- Fellow job seekers
- Former teachers & counselors
- Sports contacts
- References
- School or college associates

**EMPLOYMENT-RELATED CONTACTS:**
- Fellow employees
- Former employers and co-workers
- “Informational interview” employers
- Ask people who turned you down for other leads
- Bulletin board job postings

**JOB REFERRAL SERVICES:**
- Professional Development
- Private employment agencies
- Professional association services
- Job or resume banks
- State and Federal employment offices
- Executive search firms

**PUBLISHED SOURCES OF EMPLOYER INFORMATION:**
- Chamber of Commerce Directories
- Newspaper classified ads
- Professional magazine ads
- Ads in old newspapers and magazines
- Telephone Books
- Financial pages of newspapers

**SPECIALIZED REFERENCE BOOKS AND PERIODICALS (A FEW EXAMPLES)**
- The College Placement Annual
- The National Job Market
- Career Guide to Professional Associations
- National Business Employment Weekly
- The National & Regional Job Bank Finder
- The Professional & Trade Association Job

**MAKE DIRECT CONTACT WITH EMPLOYERS:**
- Career fairs
- Unsolicited letter of application and resume
- Want ads for yourself
- Volunteer, unpaid, temporary, or part-time work
- Walk-in contacts
- Telephone job search
- Company information session

Content provided by OSU CEAT Career Services

Revised 05/18/2021
USE THE PROFESSIONAL DEVELOPMENT WEB SITE

- Look at job postings and the on-campus interview schedule
- Build a resume to be made available to inquiring employers
- Participate in the on-campus mock interview process
- Read about upcoming job search development programs, employer info sessions, etc.

Summary of The Top 10 Job Search Methods
suggested by Professional Development!

Professional Development recommends that all job seekers take advantage of several methods of conducting a job search. The following 10 ways can prove invaluable, especially when several or all are used. While we recognize that networking among personal and professional contacts has been identified as the #1 way to find a job, we also suggest learning about job openings in every way possible. Taking part in several of these ten job search methods can greatly enhance your employment opportunities.

1. Networking
2. LinkedIn
3. Professional Development Webinars
4. Staffing Agencies
5. Internet Job Search
6. Professional Association Involvement
7. Informational Interviews
8. Newspaper Job Listings
9. Direct employer contacts
10. Employment agencies