

# Job Search

## Job Search Timeline

FRESNO STATE

Jordan College of Agricultural  
Sciences and Technology



As with any goal, you should have a specific timetable for your job search (internship or permanent). The guidelines below are by no means comprehensive, but they do suggest what you should be doing and when you should be doing it. Adapt them to your own schedule, but use them. They make your search more pleasant -- and more productive.

### AUGUST/SEPTEMBER

- If you haven't already done so, register for **JORDAN CONNECT** by visiting <http://www.fresnostate.edu/jcast/student-success/> to search for job and internship opportunities for Jordan College students and alumni.
- Schedule your appointment with a Career Counselor to discuss your career objective and learn what's available in the Career Development Center.
- Pick up a packet from the Career Development Center on resume writing and revise/write your resume.
- FORMULATE YOUR JOB SEARCH STRATEGY.
- Attend any workshops offered.
- Visit the Career Development Center to learn what new resources are available.
- Register to take the GRE if you are planning to attend graduate school.
- Schedule an appointment with the Jordan College's Coordinator of Internships & Professional Experiences to review your job search plan.

### OCTOBER

- Begin to develop networks and research organizations.
- Schedule Informational Interviews (See Take-One in section in the Jordan College Advising & Career Development Center regarding what it is, why you want to conduct one, and how to schedule one).
- Ask a Career Counselor to critique your resume.
- Get information from the Take-One section of the Jordan College Advising & Career Development Center on writing cover and other employment letters.
- Attend any workshops, networking events or career fairs offered.
- Take GRE if you are planning to attend graduate school.
- Place your resume on JORDAN CONNECT by visiting <http://www.fresnostate.edu/jcast/student-success/>.
- Join Professional Associations at the student rate.

## NOVEMBER

- Learn what the most commonly asked questions are during the interview and the appropriate answers to them.
- Schedule a mock interview with a Career Counselor or the Coordinator of Internships and Professional Experiences.
- Write prospective employers to schedule interviews during the Winter break.
- Buy your interview wardrobe.
- Apply to Graduate School.

## DECEMBER

- Check with Faculty and the Alumni Relations office to find the names of Fresno State's Jordan College graduates working in fields and/or geographic areas that interest you. Also check out the Mentor Search on JORDAN CONNECT. Once you've located people to contact, email/call them for advice.
- Contact others in your network (faculty, parents of friends, etc.).
- Do informational interviewing during the Winter break.

## JANUARY

- Write follow-up/thank you letters to anyone with whom you spoke during break.
- Submit resume to organizations in JORDAN CONNECT or Bulldog Link, and from other job posting web sites and sources.
- Evaluate your job search activities.
- Attend any career fairs, networking events or employer information sessions available.

## FEBRUARY

- Begin to narrow the focus of your search.
- Target specific organizations.
- Read professional journals and newsletters for your particular field to determine hiring trends and how you fit within them.
- Plan out-of-town trips you need to make for site interviews.

## MARCH

- Schedule interviews during spring break.
- Check in with Fresno State's Career Development Center or the Jordan College Advising & Career Development Center for a new perspective on your strategy.

## APRIL

- If all has gone well, accept one of several offers.
- Visit with a Career Counselor or the Jordan College Advising & Career Development staff to learn more about offers, negotiations and acceptances.
- If no offer, check JORDAN CONNECT and Bulldog Link often.
- Be open to exploring opportunities beyond California.