

Job Search Toolkit

PURPOSE

The Career Services Office recognizes that the pursuit of a full-time position can be a lengthy process. It is worth noting that the actual job search process can provide as much of a learning experience as the job itself. The primary function of the Job Search Toolkit is to facilitate the job search process by providing structure and organization, while offering various resources to help you market yourself effectively to prospective employers.

CONTENTS

The Job Search Toolkit contains the components described below. It is recommended that you also save supplemental materials such as job descriptions and copies of written correspondence to best help you keep track. You may use the Toolkit in its entirety or select those sections that are most applicable to your needs.

- ✓ 8 Steps to Landing a Full-time Job
- ✓ Analyzing your Strengths, Challenges, Opportunities, and Threats (SCOT)
- ✓ Resume and Cover Letter Guide
- ✓ Networking Worksheet
- ✓ Employer Contact Log
- ✓ Steps to Acing a Job Interview
- ✓ Preparing for a Behavioral Interview
- ✓ Progress Report
- ✓ Salary Negotiation Tips

RESOURCES

The Career Services website, <http://www.erau.edu/career/>, provides a variety of resources that you can utilize for your job search. The EagleHire Network, an exclusive system for Embry-Riddle Aeronautical University students and alumni, also contains proprietary resources for your use.

ABOUT CAREER SERVICES

For information about the Career Services Office and the services provided, visit <http://www.erau.edu/career/mission.html>.

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Join the Career Services Office on Facebook, LinkedIn and Twitter!

DISCLAIMER

Embry-Riddle Aeronautical University does not and will not endorse, condone or support either the companies seeking employees or any new job and surrounding activities for which employment is sought. The intended purpose of this service is to provide possible job opportunities for students and alumni and creates no warranty as to any listed company. Choosing a job is your decision; please use caution and common sense.