



Financial Management and Accounting

Graduate School of Management and Technology

The Job Search for New College Graduates and Career Changers

Many students become frustrated with their job search because when they search on their field of interest or major, a bunch of jobs appear that they do not qualify for because they are looking for years of experience. There are many ways of combating this problem.

First, you need to evaluate your experience level. Be truthful with yourself. If you are a new college graduate with work experience unrelated to your field of study then in industry you would be considered entry level. If you are a new college graduate that is undergoing a career change and you are totally changing fields, by industry standards you are considered entry level. You will probably get preference in the selection process because of your past work experience but you are still considered entry level.

This becomes very important in your search because this is how you are going to filter out the jobs.

In most large job search websites (ie. Monster, CareerBuilder, Washington Post), you can choose a job category which would be whatever is closest to your major. Depending on your major, you may be able to choose more than one job category. After you have chosen your job category, you proceed to the keyword search field and enter the key words "entry level".

This will filter out all those jobs in your field of study that require years of experience.

But don't forget to filter out the location of the job, too. Also, keep in mind that just because it says entry level does not mean that the pay is bad.

Once you have applied for the jobs that interest you, there is one other key thing that you must do. FOLLOW UP! Do not wait for them to call you. If there is any contact information of an individual in the job posting, give them a call or send them an email one week after submitting the application. Calling is the best way to go, but don't leave a message. Just keep trying until you reach them, and early morning is the best time to call. Hint: If you only have an email address, call the company and ask for the name on the email address. You can get the phone number from the company website.

Making these calls are very important for a number of reasons:

- You are confirming that they got your resume.
- You are showing interest in the job and company.
- You are developing a relationship with the recruiter.
- You may get an interview from the call!

Good Luck on Your Job Search!