

JOB SEARCH RESOURCES ALUMNI

SIUE CAREER DEVELOPMENT CENTER

Before you start your job search, you will need to know your job title(s) and complete research into your occupation. Some great places to start would be:

- [OOH \(www.bls.gov/ooh\)](http://www.bls.gov/ooh).
- [O*NET \(www.onetonline.org\)](http://www.onetonline.org).
- [Career One Stop \(www.careeronestop.org\)](http://www.careeronestop.org).

GENERAL SEARCHES

- Indeed (www.indeed.com)
- LinkedIn (www.linkedin.com)
- Ziprecruiter (www.ziprecruiter.com)

NON- PROFIT SEARCHES

- The Rome Group (www.theromegroup.com)
- Idealist (www.idealists.org)

STATE & FEDERAL SEARCHES

- State of Illinois Employment (work.illinois.gov)
- USA Jobs (www.usajobs.gov)

TAILOR YOUR DOCUMENTS

After you have located a position that interests you, read through the position description and identify keywords/qualifications that are important to the employer. Using those keywords and qualifications, you will TAILOR your resume and cover letter to the position AND the company. This will more than likely result in creating multiple versions of your resumes and NOT having a general resume to just "hand out".

KNOW YOUR WORTH

Most importantly... KNOW YOUR WORTH... Research the national and regional salaries for your position of interest and how your specific skills will be of value to the employer. You can start your research into salaries on the following websites:

- www.salary.com
- www.glassdoor.com
- www.careeronestop.org.
- www.bls.gov/ooh