Don’t Walk Without a Job!

Think about What’s Working and What’s Not
Evaluate your job search progress to date. Check your job search tools: does your resume and cover letter reflect your skills and abilities? Have you been invited for interviews, but have not been extended an offer?

Who are You?
Go back to the basics: What are your values, interests, personality and skills and how will this knowledge help you to land a job? If you don’t know why someone should hire you, they won’t know either.

Think Big!
Develop and/or expand your list of potential employers. Don’t stick with an industry that might not be hiring now. Also, expand your geographic preferences. There may be opportunities in your field, just not in your #1 area of choice. Message: Be flexible!!

Get Moving
Don’t rely on your computer to make all of your contacts. Set up informational meetings and try the ‘walk in’ strategy. Stop by a company you are interested in to see if there is someone you can meet with -- Director of Engineering, HR Director, Project Manager -- to determine the company’s hiring needs and potential opportunities!

Talk to People
Your own network is one of the richest job search resources you have. Talk to everyone about your skills, interests, goals and experience. This list should include previous employers, other members of clubs or organizations you belong to; your parents, siblings, and other family members (and their friends and family, too); alumni and basically…everyone you know!

Take Initiative!
An active job search is always better than a passive one. Don’t simply put your resume up on an on-line resource and wait for hits. Get out there and share your resume and find out what businesses need now. And remember: Follow-up on every lead and on every resume you send.

Accept Responsibility
You may not be able to control the job market, but you can control your attitude and actions. A positive, can-do attitude wins out every time. Take the time to look around.

Stay in Touch and Active on JobLink
Fill out the Future Plans Survey and include a non-RPI email address to still receive messages from the CCPD. New positions are posted daily in JobLink. You have access to services from the CCPD and JobLink for a year after Graduation … utilize your resources!

Keep Looking
Don’t give up. You’ve worked too hard, for too long, to let a tough job market get the best of you. Make a plan to uncover at least one new lead a day. Set daily, weekly, and monthly job search goals until you accept your first job.

Be Creative!
Expand your horizons and try to team your interests with your skills.

Update the CCPD
Once you have accepted employment, please notify the CCPD by completing the Future Plans Survey. The survey can be found on our website. All data is kept strictly confidential and used only to report summary information for the CCPD Annual Report.

Schedule an appointment – we’re here to help!
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www.rpi.edu/dept/cdc/