Post Completion OPT
Job Search Workshop

The Career & Co-op Center at the University of Massachusetts Lowell
978-934-2355 | career.uml.edu
450 University Crossing | 105 O’Leary Library
Workshop Agenda

- Being proactive (not only reactive)
- Online job search
- Networking
- How we can help
Being proactive

• This means NETWORKING!
• How much time should you spend on the job search?
• It’s OK to be anxious – as long as it motivates you to take action
The Online Job Search

- CareerLINK
- Indeed.com/Simplyhired.com
- Specialty job boards (those on our website and others)

**Example:** ISPE (International Society for Pharmaceutical Engineering)
• [http://career.uml.edu](http://career.uml.edu) – click on CareerLINK (note the videos!)
• Click on “Student Login”
• Click on “Job Search” and then “Advanced Search”
• Aggregators will allow you to get search results from:
  - websites
  - online job boards
  - newspapers’ job boards
  - blogs
  - company employment pages

• Set up alerts (as many as you want!) to get notifications

• No need to post your resume on either site
Networking

• What is networking?
  Making connections with people in your field, who may eventually be able to help you find employment

• What percentage of jobs are gotten through networking?
  Across all occupations, approximately 75-85%!

• How do you do it?
Networking
Step by Step

1. Make a list of connections you already have

2. Create your “pitch” or 30-second introduction

3. Contact your connections, set up informational interviews, etc.

4. Send thank you, and keep in touch!
1. Make a list of connections you already have

- Friends, former classmates, professors, neighbors
- Alums (you can find many on LinkedIn)
- People in your field that you’ve already met at events
Finding connections through LinkedIn – especially alumni

• Create a professional profile page, including photo
• Customize your LinkedIn invitations to connect
• Join relevant groups and contact appropriate members

Examples:
- UMass Lowell Alumni-Student Career Connections
- UMass Lowell Alumni
- Specialty groups
  Example: UMass Lowell Plastics Engineering Alumni
Create Target List of Companies

• Use Google and/or CareerLINK to research companies by industry and location

• Explore association websites (ex: www.massbio.org) to find names of member companies

• Find “careers” page of each company’s website to locate job listings

• Are there companies that do business in your home country?

• Keep track of all activity within your target companies
2. Create your 30-second introduction

- Modify your introduction according to the situation and whom you’re talking to:
  - by email
  - by phone
  - on LinkedIn
  - at a professional event
  - at a career fair
  - HR person; technical staff
Sample
30 Second Introduction (asking for an informational interview)

My name is _______________________, and a friend of mine, ______________, suggested I get in touch with you. I’ll be graduating in May with a Master’s in ______________ from the University of Massachusetts Lowell, and I have experience in/knowledge of ______________ and ______________.

Right now I’m very interested in learning about the role of the [type of position] at different companies. Would it be possible to meet with you briefly? I will not pressure you about job openings. Instead, I would just like to learn more about your company.
3. Contact your connections, set up informational interviews, etc.

- Email potential contact, then call to follow up
- Prepare for informational interview (questions, dress, resume)
- Length of an informational interview?
- Purpose of meeting?
- Get business card
- Ask for referral!
4. Send thank you, and keep in touch!

- Email a thank you message within 24 to 48 hours of meeting
- How regularly should you keep in touch? *(probably monthly)*
- How could this lead to a job? *(when a job becomes available at your contact’s company, your contact may be able to put in a good word for you)*
Other ways to network

- Follow employers and industry leaders on Twitter
- Meet employers at on-campus and off-campus events
- Check the Career & Co-op Center’s weekly emails and our website
  
  Example: [http://bos.newco.co/2016-schedule/](http://bos.newco.co/2016-schedule/)
  Example: [https://www.massbio.org/events/listing?eventHost=massbio](https://www.massbio.org/events/listing?eventHost=massbio)

- Join clubs, groups, and professional associations; go to “meet-ups”

  Examples:
  - SWE
  - IEEE
  - AICHE
  - ASME
  - SPE
  - ASCE
Suggestions

• Don’t underestimate the importance of *talking* to people
• Give yourself PLENTY of time to conduct a thorough search
• Do you have a support system?
• Use a variety of resources; don’t rely on just one
• Make an appointment with the Career & Co-op Center to review your progress
• Try your best to remain **positive**
How we can help
UMass Lowell Career & Co-op Center

• 2 locations

• Career counseling appointments available (get help with your job search strategy!)

• Drop-in resume / cover letter critiques

• Networking events / panel presentations / workshops

• Practice interviews
Questions & Contact Info

**Offices:** 450 University Crossing | 105 O’Leary Library

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**Follow us on Twitter and Instagram:** UML_Career_Serv