Job Search Plans

Creating a Job Search Plan is a good way of organizing your areas of professional interest, skills, related accomplishments, desired markets, and target employers.

Brainstorming and documenting this information is helpful, as you begin a process of career exploration, for three primary reasons:

- It forces you to begin taking inventory of all of the skills and accomplishments you have that relate to your field of interest
- Bringing this document on a networking or informational interview can help guide the conversation, and can provide your contact with important details about what you do, and where you’re focusing your search
- If your contact holds onto this document after you leave, he/she will be able to remember which employers are on your target list, and may find an opportunity to put you in touch with someone they know connected to one of those organizations

Following is a sample Job Search Plans for your review. After putting together the first draft of YOUR plan, make an appointment to review it with a career counselor; this will not only allow you to get important feedback on your document, but it will also provide you with experience walking through the different areas of your background with another person.

Once you have finished the “final” draft of your Job Search Plan, upload it to your CareerLINK account, following these steps:

- Include the wording “Job Search Plan” in your file name
- Log into CareerLINK
- Click on “My Account” and then “My Documents”
- Next to “ProPath Documents,” click on “Add”
Job Search Plan

Justin Smith
123 Any Street, Lowell, MA 01854  |  (978) 123-4567
First_Last@student.uml.edu  |  www.linkedin.com/in/firstlast/

Electrical Engineering/Sound Recording Technology student at UMass Lowell with a strong professional interest in the field of audio technology

Areas of Interest
- Recording Software
- Mixed Signal Processing
- Console Design
- Sound Synthesis
- Music

Areas of Skill
- ProTools
- C Programming
- X86 Architecture
- Logic Design
- Basic Analog Circuitry Design
- MATLAB
- Visual Studio
- Mixed Signal Circuitry Design (in process)
- C++ Programming (in process)

Accomplishments
- In the process of designing a synthesizer for children with special needs, as Senior Capstone Project
- Music performance (guitar, trumpet, piano, drum, vocals)
- Active member of Visual Performing Arts Club at UMass Lowell, a group committed to organizing and facilitating on-campus entertainment

Target Market
- Geographic: Preferably New England (MA & CT), but willing to consider other US locations
- Type of Industry: Audio Technology, Engineering, Music
- Size of Organization: Any

Target Companies
- Boston Acoustics
- Tivoli Audio
- Avid Technology
- Sonos

Career Services & Cooperative Education Center, University of Massachusetts Lowell
450 University Crossing | O'Leary Library
Phone: 978-934-2355 | Email: career_services@uml.edu | Web: http://career.uml.edu