Job Search
Master’s Student Resources
The University of Georgia Career Center
Clark Howell Hall, 706.542.3375, www.career.uga.edu

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JOB SEARCH

Getting Started
Job searching is a big time commitment that can be difficult to manage with your coursework. Starting early is essential. Employ multiple techniques; job search strategies that work for someone else may not work best for you. Avoid “putting all of your eggs in one basket.” Start your preparation early (the semester before graduation) and break the process down into parts.

Industry/Area Specific Search
Search on industry specific job search sites to identify organizations hiring in your area. Examples of industry or area specific sites:
  www.engineerjobs.com
  www.higheredjobs.com
  www.medzilla.com
  www.sciencejobs.org
  www.studentaffairs.com

Check out the links at the bottom of the Career Center’s “What can I do with a major in...?” guides to find industry specific sites in your area:
http://www.career.uga.edu/majors_careers/what_can_i_do_with_a_major_in

Be sure to look on individual company/organization’s “Careers” or “Jobs” tab and apply directly. You can identify companies broken down by specific industries by using employer databases like Career Search (found under Online Resources tab on Career Center’s main page) or Reference USA (found under Online Resources→UGA Main library).

Federal Employment- www.usajobs.gov

If you are interested in jobs within the federal government, be sure to look at the Government Jobs section of the Career Center website for more information to help you navigate through the process. Be sure to pay special not to the Presidential Management Fellows Program section (https://www.pmf.opm.gov/index.aspx), which is designed to prepare talented people for upper level management positions in the federal government. It is a prestigious two-year program for those completing any type of graduate degree.

Geographic Search
You can identify companies located in your geographic area of choice by using employer databases like Career Search (found under Online Resources tab on Career Center’s main page) or Reference USA (found under Online Resources→UGA Main library). Hint: narrow down the results by selecting specific industries or job functions.
Check for regional job boards (example: [www.atlantajobs.com](http://www.atlantajobs.com)) and listings that may be posted in local newspapers or magazines. City Chambers of Commerce often lists local employers on their websites under the “Economic Development” section. As soon as you identify local businesses that you may be interested in working for, visit their company website to see open opportunities.

**Professional Associations**
Getting involved in a professional association is a great way to build relationships with professionals in your area of study. Many open positions may never be posted online or may be hard to find where they are posted, so a great way to hear about the “hidden job market” is to get to know others in positions you would like to be in one day.

Many associations have annual conferences, which provides an excellent opportunity for you to meet other professionals, stay up-to-date in industry news and emerging issues, and some may have a career fair built into the conference agenda. Many associations give discounted rates to student members. Evaluate the benefits of joining before making a financial commitment. Things to investigate:

1. Does it have a job listing section?
2. Does it give contact information to other members? (You could use this information to identify a person to contact about conducting an informational interview).
3. Do you get access to industry specific news?
4. Are there any special discounts or other benefits?

**Social Media**
Facebook, Twitter and other social media venues can be useful when you’re job searching. The key is to remember that you must remain professional and discard any wild and crazy photos from your undergraduate party days. Not only can employers see you on Facebook, but also potential colleagues. Use the networking capabilities to your advantage!

**Social Media Job Search Tips**

*Experts discuss the benefits and pitfalls of Social Media sites:*
- Examining Students’ Intended Image on Facebook: “What Were They Thinking?” [http://www.metapress.com/content/y24xp7235430692n/fulltext.pdf](http://www.metapress.com/content/y24xp7235430692n/fulltext.pdf)
- Social Networking: Closer Than You Think [http://www.businessweek.com/careers/content/jun2007/ca20070612_954809.htm](http://www.businessweek.com/careers/content/jun2007/ca20070612_954809.htm)

**Networking**
Networking is a term used to describe building relationships with others for a professional purpose. Network contacts can consist of family, friends, professors, fellow students, professional organizations...
and so on. Be sure to tell your network what types of positions or companies you would like to work for to help your network help you. The more examples you give the more likely you will receive relevant and helpful advice.

Example: I would like to work in biotechnology, preferably in the Southeast.

Example: I would like to work in a research role focused on plants; this could involve nucleic acid isolation, PCR, agarose and polyacrylamide electrophoresis.

Including this information may help your network suggest appropriate companies or personal contacts for you to connect with.

You may also want to conduct an informational interview with someone working in a company or position you would like to work in to gain their advice on how you could break into the industry. See our informational interviewing tips here: http://www.career.uga.edu/job_search/networking/informationalinterviews

Tip: Identify a UGA alumni to contact. They may be more receptive to your phone call or email!