

CAREER RESEARCH & JOB SEARCH



CAREER RESEARCH

Whether you are wondering what to do with your major, or simply exploring additional career options, there are several aspects to consider:

- Alignment with your values, interests, skills and personality
- Level of education needed
- Required skills and experience
- Work environment
- Projected growth
- Salary

CAREER RESEARCH RESOURCES

We recommend that you check out the following career research resources to help you find your pathway to meaningful work:

What Can I Do With This Major? bellarmine.edu/studentaffairs/careercenter/resources

Discover possible industries, employers, and strategies for pursuing careers by major.

Occupational Outlook Handbook: bls.gov/oooh & **O*Net:** onetonline.org

Sponsored by the United States Department of Labor, these resources provide comprehensive career information, including daily tasks and skills, education, salary, and projected growth for hundreds of occupations.

Career Coach: kentuckianaworks.lightcastcc.com

Powered by KentuckianaWorks, this resource allows you to complete an interests assessment and explore career options and educational pathways.

Job Shadow: bellarmine.edu/studentaffairs/careercenter/resources

Review our “How to Make the Most of Your Job Shadow Experience” resource to discover potential job shadow opportunities to observe a professional in their workplace and learn about their job, career path, or company.

**“Ambition
is the path
to success.
Persistence
is the vehicle
you arrive in.”**

–BILL BRADLEY

JOB SEARCH

Looking for a part-time position, full-time opportunity, or internship? No matter what type of opportunity you are pursuing, job searching involves much more than just searching online and submitting a résumé. Consider the following tips to make your search efficient and effective:

1. Tailor your materials to the job description.

Companies often use applicant tracking systems to filter résumés for keywords and phrases. To increase the chances of your résumé ending up in front of a human resources recruiter, study the job description and research the company. Make sure you are using their language and that you are highlighting the skills that seem to be of most importance to each job and organization. Customizing your application materials takes time, but is definitely rewarding with each interview gained!

2. Network. 70% of jobs are found through networking. From classmates, faculty, and staff, to professionals and personal ties, everyone you meet could be an important career connection. Focus on building mutually beneficial relationships—think first how you can be a resource to others. Attending career fairs and participating in events such as Mock Interview Week and the Alumni Mentor Program, joining professional organizations, and activating LinkedIn are just some of the ways that you can grow your professional network.

3. Visit company websites. Not all organizations advertise their positions with search engines such as Handshake or Indeed. If you know the companies that you would like to work for, you can usually find their openings on their websites. If you are open or aren't sure of the specific companies in your field, use a resource such as Buzzfile to help you discover companies first, and then visit their sites to find job openings.

4. Schedule informational interviews. While you never want to come right out and ask for a job, it is perfectly acceptable to ask for an informational interview. Asking a professional to take a few minutes to speak with you is a great way to learn more about a position or company in which you are interested. Informational interviews not only give you firsthand information about an occupation, but are also a great way to network and possibly discover unadvertised job openings.

JOB SEARCH TOOLS

Check out the following job search tools to help you discover your next professional opportunity:

Handshake: bellarmine.joinhandshake.com

Search for jobs and internships that employers have posted specifically for Bellarmine students.

Indeed: indeed.com

Discover thousands of jobs from company career pages, top job boards, and classifieds.

LinkedIn: linkedin.com/jobs

Create a robust profile, connect with key industry contacts, and discover quality job listings.

Buzzfile: buzzfile.com

Search for companies by major, industry, and/or location, then visit company websites to discover job openings.