



## Prepare for Application

Take time to create professional correspondence and appearance.

### Professional Correspondence

- Resume
- Cover Letter(s)
- Thank you letter (cards)
- Personal Statement (when applicable)
- Teaching Philosophy (when applicable)

### Professional Appearance

- Interview attire (suit, shoes)
- Personal grooming (hair cut, nails trimmed, etc.)
- Portfolio (or briefcase)
- Business cards

## Develop a Strategy

How are you going to apply?

15-20% of jobs are advertised and can be applied for on the open market. This includes... newspapers, internet, professional trade journals, employment agencies.

80-85% of jobs are handled in house, through word of mouth, and are NOT advertised.

Use a combination of techniques for applying (usually 2-3 different ways) for the most effective job search.

## Stay Positive

Your attitude during the job search is probably the most important of all things to consider. Having realistic expectations will help you to remain positive. Think about the following as you begin applying to positions.

- An average job search can take anywhere from six to nine months to be completed.
- On average you can expect one interview for every 10 applications.
- RARELY does a new graduate find their dream job right out of college. Sometimes looking at your first full-time position after college as a transition or stepping stone, can help alleviate some of the stress.
- There is a career consultant available to help you even after you graduate!



You can get additional help with your personal statement (advice, critique, etc.) from the college career consultant, Michelle Crew.

You can email Michelle at [michelle.crew@okstate.edu](mailto:michelle.crew@okstate.edu) or you can schedule an appointment by calling 405-744-6350.