

1. Where do you want to work?

☐ **Research Companies**

Learn which companies interest you at:

<http://www.sinclair.edu/job-researching-companies>

☐ **Meet Employers at Career Fairs**

Career Fairs are a great way to get your name and face in front of an employer.

Learn how to make the best use of a Career Fair at:

<http://www.sinclair.edu/preparing-for-a-job-fair>

2. Get prepared to apply

☐ **Go to Student & Community Engagement for Assistance**

<http://www.sinclair.edu/student-life/sce>

☐ **Ask for References**

<http://www.sinclair.edu/job-references>

☐ **Write a Resume**

<http://www.sinclair.edu/job-resume-basics>

☐ **Craft a Cover Letter**

<http://www.sinclair.edu/job-cover-letter-basics>

☐ **Practice Interviewing**

<http://www.sinclair.edu/job-interviewing>

3. Search for your job

☐ **Build a Network**

<http://www.sinclair.edu/job-networking>

☐ **Websites to Use in Your Job Search:**

Search online job postings in your career field at:

<http://www.sinclair.edu/job-websites-to-use>

☐ **JobLink Website:**

Student & Community Engagement Online Job board at:

<http://www.sinclair.edu/joblink>

☐ **Use Social Media in Your Job Search**

Social media is quickly becoming a good place to find a job. Learn how to look good to an employer and find the job you want at:

<http://www.sinclair.edu/job-using-social-media>

4. Apply for your job

☐ **Tips for Completing Job Applications**

<http://www.sinclair.edu/job-applications>

Career Connection
Your Gateway for Career Resources

