

## Top 10 Job Search Tips

*This handout was developed in conjunction with the SNRE Career Timeline to guide students with their job search. If you need assistance with your job search, please contact a member of the SNRE Career Services Staff (see below).*

- 1) **Identify a [career path](#) that suits your interests and skills so you can focus your job search.** Try to identify a specific career path that identifies your ideal organizational sector(s), issue/ resources area, geographic location(s), and any other highly desirable job characteristics. *Ex: I'd like to work for either an NGO or local government agency on river conservation efforts in the western U.S. that engages community input and participation.* Use [SNRE's Career Exploration Tool](#) to search a database of jobs, duties and qualifications.
- 2) **Start conducting [informational interviews](#).** These are short meetings with professionals in the field. Informational interviews can help you decide what career is best for you, whether a particular organization is a good fit for you, begin establishing a network of professionals in your field, and to find job or internship leads that are not advertised widely.
- 3) **Be active on [eRecruiter](#).** Update your profile, set up job search agents to have eRecruiter email you jobs or internships that match your interest areas, post your resume for employers to view, actively look through the job and internship database for positions that interest you, keep your resume on eRecruiter updated at all times as we publish an SNRE Resume book twice a year. Also be sure to join eRecruiter Professional Network to find current employers, alums, and students that are willing to network with you.
- 4) **Attend [professional conferences](#) and become a member of [professional organizations](#).** These activities will strengthen your resume and also give you excellent opportunities to network with professionals in your field.
- 5) **Use social and professional networking sites to broaden your professional network.** Use UM [inCircle](#), an on-line networking system for UM students to network with over 460,000 UM Alumni.
- 6) **Tell everyone about your career goals.** (Ex: Faculty Advisor, professional contacts through your master's thesis or master's project work, friends, family, etc.) You never know who may have a personal connection with a potential employer. Ask people to provide you with suggested contacts in your field.
- 7) **If you are lacking any key skills needed for your career,** consider taking a course or workshop, doing an internship or volunteer work to develop skills in these areas.
- 8) **Attend the SNRE Career Fair and U-M Career Fairs around campus.**
- 9) **Refer to the [SNRE Career Services Website](#)** for online career resources including: resume and cover letter tips, interviewing practice tools, salary info, [SNRE's Green Job Posting Webpage](#) (which provides a list of additional green job posting sites).
- 10) **Prepare for your upcoming interview by doing a mock interview.** Set up a mock interview with a member of the SNRE Career Services Staff.

### SNRE Career Services Staff:

- Lisa Yee-Litzenberg, Coordinator of Student Career Services, [yeeha@umich.edu](mailto:yeeha@umich.edu), 734-615-1633
- Kim LeClair, Internship Coordinator, [kleclair@umich.edu](mailto:kleclair@umich.edu), 734-764-1402