

ONE TEAM.
ALL IN.
FOR OUR
BULLDOGS.

Job Search Strategies

When seeking employment, your job search strategy needs to be tailored to your individual circumstances. The following tips apply to everyone, whether you are an undergraduate or a graduate student seeking an internship, co-op, part-time, or full-time position.

JOB SEARCH STRATEGIES

Don't put all your eggs in one basket.

If you limit your job search to just one method, you will limit your options.

No one job search method will reveal all the jobs out there.

Not every kind of job or industry is represented in every job search method. You have to maximize your options, and use multiple approaches.

Learn how others in your career field have been successful.

- Talk to faculty in your department.
- Talk to students who will or have graduated ahead of you.
- Talk to members of professional associations/student chapters of professional organizations.

Learn to think beyond your major.

Learn to think about occupations, industries, kinds of businesses, job skills, and career fields.

Don't expect your job search to be quick and easy.

Remember that looking for a job is a full-time job. A job search is hard work.

UTILIZE YOUR CAREER CENTER ACCOUNT

Getting Started: *Sign In*

- Go to www.career.msstate.edu
- Click **Go to Connections**
- Click **Students/Alumni**
- Log in using your **NetID** and **MSU password**

My Account: *Update Your Profile Information*

- Click on **My Account**
- Under the **Personal** tab, update permanent email address and save
- Update information under the **Academic** tab and save
- Complete fields under the **Privacy** tab and save

Documents: *Upload Current Résumé*

- Click on **Documents**
- Click on **My Documents**, then click **Add New**
- Complete Label field for résumé
- Click **Browse** to select your résumé file to upload
- Click **Submit**

Jobs: *Searching in Connections*

- Click **Jobs** located on left column
- Click on **Search**
- Click **See All Jobs** located under maroon search button
- Click drop down arrow under **Position Type**, and check all that apply
- Click **Apply**
- Review jobs list, and submit to jobs as indicated



MISSISSIPPI STATE
UNIVERSITY™

CAREER CENTER