Before you begin applying, make sure you are proficient in the following:

1. Tailoring your resume to the specific opportunity
2. Writing a strong cover letter to appeal to the organization

In addition to the above, consider adding these tips to keep your application from being trashed:

- **FOCUS YOUR EFFORTS**
  Applying for jobs is sometimes a job in itself and you should provide your full attention to the task.

- **CHECK AND DOUBLE CHECK**
  Before you submit your application, double check that you have uploaded documents correctly and that you have completed all required sections before submitting.

- **QUALITY OVER QUANTITY**
  Spend the time to tailor your materials and write a strong resume and cover letter for each opportunity. Hiring managers can usually spot generic materials.

- **KEEP UP YOUR SEARCH**
  You may have to apply to multiple opportunities before you start to see any results. Stay positive, and keep searching for new opportunities daily.
There are multiple ways to search for and learn about different job opportunities. Consider these tips to support your ongoing job search process:

**LEVERAGE YOUR NETWORK**
Your family, friends, professors, and classmates may help you find job leads or can refer you to open positions in their companies.

**GO TO EVENTS**
Job fairs, professional association meetings, classroom presentations, and social events may help you make meaningful connections with individuals and organizations that are hiring.

**USE MULTIPLE JOB BOARDS/SITES**
There are several different ways to find new opportunities including metasearch engines, industry-specific job boards, and social media. Be sure to bookmark and add job alerts to your preferred boards.

**THINK BEYOND SEARCHING ONLY BY JOB TITLE**
Diversify your search by searching by software (e.g. Adobe Indesign, Excel, Quickbooks, GIS) or proficiencies (technical writing, bookkeeping, foreign languages).

**BE ON THE READY**
If you have a smart phone, save a version (or two) of your resume in a format that can be quickly emailed to a new connection.

**USE MAP SEARCHES**
Use an online map search to find companies and organizations, similar to looking for shops and restaurants. Most will provide a link to their website, and you can potentially find opportunities close to where you want to be.

**DON’T BE SHY**
Instead of waiting for an open position, consider submitting a very well constructed letter of interest and resume to an organization. Keep in mind though that some organizations may not accept unsolicited applications.