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- A. —Respond to position openings
 - B. —Develop target list of employers and network with potential contacts and employers (over 75 % of positions are obtained through networking!)

Develop a list of job search sites that list openings related to your field and check them regularly. Start your search with these Career Services Center favorites.



There are two types of job markets, formal and informal.

The formal job market consists of jobs that can be seen, are advertised, and are made known to the public. They are also known as "traditional" or "visible" sources of job leads.

The formal job market makes up 25% of the job openings. These positions are advertised through job search websites, newspaper ads, positions posted with the career services office, private employment agencies, state employment services, and job search/employer websites.

The informal job market consists of jobs that cannot be seen, are not advertised, and are not made known to the public in a formal way. As many as 75% of jobs are not available through any publicly available process. In fact, most employers prefer referrals from employees or others since they know these are more reliable and less trouble. These positions are found through personal contacts, friends, relatives, direct contact with employers, and networking.

Networking is a necessary tool to access this informal job market. There are two ways to begin your networking process, through warm and cold contacts.

- Parents and Relatives (friends of relatives)
- Friends (relatives of friends)
- Neighbors
- Alumni, using the Marquette University Alumni Association group on LinkedIn
- Present and former co-workers
- Teachers and faculty (past and present)
- Members of professional organizations
- Service clubs
- Social groups (Young Professionals of Milwaukee, Young Professionals of Chicago)
- Religious institutions

Do you know of any openings for a person with my skills?

Do you know of anyone else who might know of an opening?

Do you know someone who has a good network of professional contacts?

It is important to follow up on this information because it can lead to several other contacts.

Finding a job is a full-time job. Set weekly goals for working on your job search.

Send "cold letters" to former internship sites that you enjoyed

Create a list of contacts in areas to which you are interested in relocating; send them all a cold letter and resume.

Each week set aside a few hours to check the websites that you have identified as helpful and send out resumes and cover letters.

Stay Positive. Feeling a little frustrated, stop by for a pep talk from Career Services.

Throw away rejection letters! Onward and upward!



There is no "right" way to write a resume. Employers have different opinions on what they prefer; therefore, it is important for your resume to best highlight your skills and interests.

Basic Information/Heading
Career Objective/Profile
Skills Summary

Education
Experience
Honors/Activities/Leadership/Special Skill

Quick Tips

Resumes tend to be very conservative in format; the primary goal being readability.

Use headings to market similar experiences together such as: Clinical Experience, Career Related Experience, Publications Experience, Research Experience, and Other Work Experience.

Briefly describe for each position:

Job title, organization name, location (city, state), and dates. List the most recent position first and work backwards.

List your responsibilities for each position using a variety of ACTION WORDS to describe situations and achievements.

Elaborate on accomplishments, additional responsibilities, improvements made on the job, and supervisory duties in bulleted format.

Unless necessary, avoid using articles in descriptions such as "a", "an", "the."

Include scope of responsibility such as: Trained eight student workers

Concretely outline any outstanding results such as: Developed new computerized customer listing using MS Access software to improve output by ten percent

Adding an objective helps the employer know for which positions you are applying. Try and include those



Street address city, state, zip email address phone number

Highly <adjective> candidate offering over <#> years experience in <area> and <area>.

Seeking a position as a <position title> at <Company Name> utilizing the following strengths:

Action word statement of relevant skills gained

Action word statement of relevant skills gained

Action word statement of relevant skills gained

Month 20xx

Marquette University, Milwaukee, WI

Major: _____, Minor: _____

GPA: x.x/4.0

School attended for study abroad, City, Country

<Semester> 20xx

Statement of skills gained

<Month> 20xx – <Month>20xx

Company, City, ST

Action word statement of skills gained, accomplishments, scope of experience, or quantifiable result

Action word statement of skills gained, accomplishments, scope of experience, or quantifiable result

<Month> 20xx – <Month>20xx



Jamie A. Thomas

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PROFILE

Seeking a counseling position in the mental health field utilizing the following strengths and experience:

- Interacting with and appreciating individuals from diverse backgrounds
- Able to communicate effectively and sensitively in both individual and group interactions
- Experience working with children who are at environmental and/or biological risk
- Three years experience working directly with youth including drug and alcohol counseling, foster care and teen pregnancy
- Approach all tasks in a professional manner with energy, efficiency and compassion

EDUCATION

Master of Arts Degree in Community Counseling
Marquette University, Milwaukee, WI

May 20xx

Bachelor of Arts Degree in Psychology
University Of Wisconsin - Milwaukee, Milwaukee, WI

May 20xx

PROFESSIONAL INTERESTS

Positive Psychology, Quality of Life, Grief Counseling, Cognitive Behavioral Therapy, Dialectical Behavior Therapy, Interpersonal Therapy, Acceptance and Commitment Therapy

COUNSELING EXPERIENCE

Counseling Intern

Summer, 20xx; Part-time 20xx-20xx

Rogers Memorial Hospital, Milwaukee, WI

Interdisciplinary team member within the eating disorder intensive outpatient, partial, and in-patient hospitalization program

Received training in Dialectical Behavior Therapy, Cognitive Behavior Therapy, Mindfulness skills

Counseled clients individually and in group settings with various diagnoses, including mood disorders, eating disorders, personality disorders, and trauma patients

Experience in leading mindfulness exercises, facilitating check-ins, teaching DBT and CBT skills in group and individual settings

Facilitated treatment with other health care providers for patient care coordination and educational support meetings for family and friends of clients

Participated in weekly case conferences and consultation, ongoing research, community outreach, and education

Psychotherapy Intern

20xx-20xx

Aurora Family Service, Milwaukee, WI

Provided individual and couples therapy to underserved and culturally diverse client population

Built strong therapeutic relationships with clients with a variety of mental health issues



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March xx, 20xx

Hiring Manager
Alma Center, Inc.
2568 N. Martin Luther King Dr.
Milwaukee, WI 53212

Dear Hiring Manager:

This letter is in submission of my application for the Case Manager-Life Skills Specialist position currently available with the Alma Center, as posted on the company website. Based on the position description given, I am confident that my skills and abilities are a good fit for this organization.

The position of Case Manager-Life Skills Specialist at the Alma Center is very appealing to me for a number of reasons. The mission of the organization, to eliminate violence and abuse in intimate relationships, matches my personal values. One of my core beliefs is that peaceful interaction is always the best path, and being a part of an organization that also holds those beliefs is something I value highly. Having the opportunity to work with fathers to foster this belief directly is another strong point of interest regarding this position. My background is in working with children and teenagers at an environmental risk, and working with the Alma Center would provide me the opportunity to assist this client base, albeit in a different manner than in the past.

The traits I hold match very closely with those that you seek in a Case Manager-Life Skills Specialist. Through my internships I have had the opportunity to work in case management at South Shore Teen Rehabilitation Center, with public welfare programs, develop programs for those in at-risk environmental settings, and facilitate group counseling discussions. These skills are all important traits for any counselor to have, and especially for a Life Skills Counselor. During my time at South Shore, I handled numerous case files, working with teenagers to overcome drug and alcohol addictions. This experience taught me the value of remaining open-minded and compassionate while maintaining a positive attitude, as without those aspects, the clients would not be able to receive the aid they required.

I feel that my experience and strong desire make me an excellent candidate for the position of Case Manager-Life Skills Specialist. Enclosed please find a current copy of my resume. I look forward to the opportunity to speak with you in the near future. If you have any questions regarding my documents or qualifications, please contact me at 847-111-2222 or through email at Jamie.thomas@marquette.edu. Thank you for your time and consideration.

Sincerely,

Jamie A. Thomas