



## Step 4: Locate the Hidden Job Market

Network, network, network!

"Only about 5-20% of all job openings are ever publicly known, which results in about four-fifths, or 70-85% of the job market being "closed." This means that it is difficult to find new openings unless one does some digging. Strategies for uncovering the hidden job market include **networking**." *Taken from the Job Seeker Glossary on Quintcareers.com*

**Developing your network:** Identify people who may have expertise in, contact with or knowledge of the field you wish to pursue. Examples include – Jefferson faculty, staff and alumni, immediate and extended family, friends, classmates, former employers and professionals in your field of interest.

**Remember to *always* follow up with a thank you when you connect with a contact!**

### Create a LinkedIn Profile

[LinkedIn](#) is an online network containing over 300 million professionals from around the world and over 1 million companies. It is a great tool for finding and networking with professionals in your industry and obtaining company information. Once your profile is complete, be sure to join groups to connect with Jefferson alumni and recruiters.

### Join a Professional Association

Locate and join a professional association [affiliated with your industry](#) (as a student member). Doing so provides direct access to industry information, networking opportunities, company directories and career listings.

### Call/Email a Network Contact

Introduce yourself and provide some background information; explain your intention to discuss career opportunities with someone through an [informational interview](#). Arrange a convenient time to discuss prospects and industry information through a meeting or phone conversation

### Campus Philly - <http://campusphilly.org/>

Nonprofit organization that fuels economic growth by encouraging college students to study, explore, live and work in the Greater Philadelphia tri-state region. Resources, events, jobs/internships, & more.

## Step 5: Getting Organized

Use the chart below to develop a timeline for yourself as you begin or continue your job search.

Task	Target completion date
<b>Step 1: Define &amp; Clarify Job Target</b>	
<b>Step 2: Prepare a Resume &amp; Cover Letter</b> <ul style="list-style-type: none"> <li>Review online materials and samples. Create a draft, obtain a critique, revise document, upload to HireJefferson once account is created</li> </ul>	
<b>Step 3 (as needed): Prepare Other Materials</b> <ul style="list-style-type: none"> <li>Finalize portfolio, prepare writing samples</li> </ul>	
<b>Step 4: Prepare a Reference List</b> <ul style="list-style-type: none"> <li>Identify 3 professional references: Reach out to each to ask permission and to discuss the goals of your job search</li> </ul>	
<b>Step 5: Prepare for Interviews</b>	
<b>Step 6: Apply for jobs/internships with HireJefferson</b> <ul style="list-style-type: none"> <li>Post a resume, search internship and/or job listings, explore the On-Campus Interview schedule and Career Services events</li> </ul>	
<b>Step 7: Create a LinkedIn Account &amp; Effective Profile</b>	
<b>Step 8: Research Employer &amp; Position</b>	
<b>Step 9: Send Resumes &amp; Applications</b> <ul style="list-style-type: none"> <li>Apply to at least 5 positions per week</li> <li>Create a spreadsheet so you can track where and when you applied to positions so you can follow up within 2 weeks of applying</li> </ul>	