

Job Search Toolbox

Tools to help you successfully secure employment.

Note: The tools are not written in any particular order—each tool is vital and valuable for each job search.

Resume – A resume is a written document that conveys your education, skills, achievements, and professional experience.

Cover Letter – A cover letter is a concise introduction of yourself and briefly describes your key qualifications for the position you are applying for. You send the cover letter with your resume. If you send electronically, include an email signature line.

LinkedIn – A LinkedIn profile provides you with the opportunity to connect and network online with individuals and groups in your field located across the globe. The advantage of creating a profile is to have an electronic footprint of your professional accomplishments and connections.

Professional Networking – Networking is more than going to an event and exchanging business cards. Professional networking is building relationships with individuals who can help you throughout your career. Establish a group of individuals from which you can obtain leads, referrals, ideas, and information for your job search and career progress.

Calendar – A detailed calendar with action items, reminders, and follow-up times for ALL of your job search activities. Block time for networking, practicing interview responses, job posting research, writing thank-you notes, tailoring your cover letters, maintaining your tracking spreadsheet, and more.

Targeted Potential Employer Tracking Spreadsheet – A list of any and every organization that you are interested in working for and may send a cover letter and resume. Create a tracking spreadsheet that includes organization name, location/state, web address, and contact information with name and email address. Once you begin **Networking** with individuals within these organizations or who have knowledge of a specific organization/individual, **Send a Resume, Apply for a Job, Schedule an Interview**, continue to use this spreadsheet for tracking activities. Include date you sent information, date heard back, what follow-up is needed, and more. Keep high-level summary notes, such as, *call us back in 3 months*.

Professional Presence – *My brand is what people say about me when I am not present.* -Coach Corbett
Your professional brand can best be described as how you show up—it includes, and is not limited to your physical appearance, body language, attitude, and communication.

Informational Interview – An informational interview is a brief conversation/dialogue with someone who is in a career that you are interested in exploring. Learn about successful career paths in social work and understand the variety of settings and clients you can work with throughout your entire career.

Online Job Search for Specific Social Work Employment Opportunities/Job Postings – An online search is beneficial to review social work job descriptions for positions in which you are interested in order to determine the qualifications, skills, and abilities necessary for the position.

Career and Job Fairs – The University of Alabama Career Center, Alabama State Personnel Department, and other agencies provide career and job fairs in our communities. Plan to attend in-person and virtual events as a way to gather information in real time and from multiple companies at one time.

Research & Compare Similar Organizations – Visit a variety of organizations’ websites and read the information thoroughly to become familiar with various employment opportunities available. As you research similar organizations, identify what sets them apart from the others. Your goal is to enhance your knowledge and learn what is different and sets them apart from the other.

From Local to International News – Keep abreast of the latest local, state, national, and international news, information, and trends in order to have a knowledgeable conversation as it applies to your future job.

Practice Interview Questions – Obtain a list of potential interview questions an employer may ask you. Write down your responses and practice in the mirror and with a colleague.

Thank-You Note – Take the time to write a hand-written thank-you note expressing your gratitude to each individual who took the time to help you throughout your job search—especially the individuals who gave you an interview.

References – A reference is a person to whom your potential employer will communicate with (via telephone, email, or e-survey) who can attest to your work and character.

Salary & Benefits Negotiation Preparation – A salary negotiation is your opportunity to negotiate what you are worth. *Never, ever, ever, accept the first offer.* -Coach Corbett