### JOB SEARCH

**“Where should I look?”**

You know you need to find a job, but you’re not sure where to start. In addition to opportunities through networking and internships, another way to search for and learn more about careers is job search websites. Some proven helpful sites include:

- **JobLink**, Sinclair’s online job board. Sinclair posts hundreds of jobs every year on this site
- **www.indeed.com** - a nationwide job search engine
- **http://www.usajobs.gov** - a listing of open federal jobs
- **http://www.ohiomeansjobs.gov** - a great resource for open jobs in Ohio

### COVER LETTER

**“What is it, and do I need one?”**

Yes! This is your chance to explain why you are the best one for the position.

- Research the employer and explain how your goals fit with the company mission
- Be enthusiastic and sincere
- Choose a few skills from the job posting and give examples of that in your letter
- No more than 1 page

### INTERVIEWING

**“I have an interview! Now what?”**

This is your chance to make a great impression.

Remember:

- Research the employer
- Show up early
- Good appearance and cleanliness are important
- Have questions prepared for the interviewer
- Practice your answers ahead of time
- Send a thank you card or note within 24 hours

### RESUME

**“I have no resume. Where do I start?”**

A resume is your first step in showing a prospective employer how you stand out.

- Keep it short and simple
- Start bullet points with action verbs, such as: evaluated, prioritized, scheduled, spoke, wrote, organized, reviewed, operated, built, planned, performed, coached, exceeded, achieved, improved, formed, advanced
- Use consistency in formatting and verb usage
- If you do not have much work experience, focus on:
  - Education
  - Certificates and/or Training
  - Volunteer work
- Highlight the main points in the job posting
- Be honest about your knowledge and skill level
- Proofread—and ask someone else to review it

### Did you know about…ePortfolio?**

- **A portfolio** is a collection of your past work and achievements that proves your knowledge and skills. A portfolio may be important to some employers.
- As a Sinclair student, you have access to ePortfolio, an electronic portfolio tool in eLearn dashboard. In ePortfolio, you are able to store, organize and share documents, files, coursework and presentations. You can also make content viewable to prospective employers!

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**Sinclair’s Office of Student & Community Engagement** is here to help you!

Get help with resume writing, job searching and interviewing.

Contact them at:

Phone: (937) 512-2509 or Email: studentandcommunity@sinclair.edu

Building 8, Room 8025

Find more about these topics at:

- [Resumes](#)
- [Cover Letters](#)
- [Interviewing](#)
- [Job Searching](#)