

KEEP MOVING FORWARD

Job Search Strategies to Implement Today During COVID-19



"What do I do now?"

From the Career Center at College of Charleston

It's true, this isn't the 2020 you envisioned.

But, given this uniquely challenging situation, we must do our best to remain **positive, proactive, and productive**. We're in this with you! Here are some of our key tips to keep you moving forward.

Need help? Reach out to the Career Center to schedule a one-on-one Zoom or phone appointment, online resume critique, and find up-to-date tips and advice via our social media channels @careercocf.

Companies are in the process of planning for the future, and you should be, too. Rather than sit back and be idle, research organizations you're interested in. Use LinkedIn and your personal networks to identify contacts who work for those employers, and then reach out and start a conversation. Note that we didn't say "ask for a job." Remember: networking is about building a relationship, not asking a humongous favor from someone you don't know. It takes time to build a network, so get started!

Expand your search and broaden your focus. Now is not the time to be picky, it's the time to be strategic. If your dream job is still available, great! But if things aren't looking as promising in your desired industry, it might be time to be flexible. We always recommend that job seekers have a plan A and B; today we are recommending coming up with a plan C and possibly even a plan D. Research which industries are still thriving during this crisis (i.e. tech, healthcare, pharma, supply chain, grocery). Potentially consider a gap or service year (City Year, Peace Corps, etc.). There are options to explore, but you need to remain open-minded as you plan your next move.

Build your resume creatively as you network and expand your search. Determine what skills you need to develop, experience you need to gain, people you need to meet, and portfolio projects you want under your belt. You want to build yourself into the ideal candidate and have a meaningful response when employers ask "how did you spend your time during the pandemic?"

Check out more tips to help you stay positive, proactive, productive - and *competitive* on the next page!

Apply

- **Use Handshake to find job and internship opportunities:** there are companies who are actively hiring and new positions are posted daily! Some companies are on a hiring freeze, but that does not mean they aren't still recruiting talent for future needs. Don't wait to apply - if you see an opportunity listed with a company you're interested in, submit your resume!
- **Meet the micro-internship:** a shorter, paid version of the real deal. If you are searching for a job, taking on a short-term project can be a great way to continue building your resume during your job search. It will keep you (and your skills) relevant and fresh as you navigate the job market. Search for virtual micro-internships via Parker Dewey. Find out more on our website under "[Internships](#)."

Network

- **Join us for our new Search Party series.** These are unique times, and we know you have questions about navigating the job search process! Network and get advice from distinguished CofC alumni as well as CofC career coaches and academic advisors. See the full schedule and [register in Handshake](#).
- **Participate in virtual info sessions and career fairs with employers.** Check Handshake events or the calendar on our homepage for opportunities to connect with recruiters who are looking for talent. These employers either have current openings or anticipate openings in the near future. Don't miss the opportunity to connect with hiring managers and set yourself apart from the crowd once applications start rolling in!
**** Did you know recruiters recommend indicating if you attended a meeting or event with their organization on your cover letter when submitting your application? They will automatically move you to the top of the pile!**

Learn

- **Follow us @careercofc** for all things job search and career readiness, and check out our video library on our [YouTube channel](#).
- **Read our weekly email newsletter** for info and resources on all things Career & COVID - including a [list of companies who are actively hiring!](#)
- **Take advantage of free LinkedIn Learning courses** to brush up your industry skills and knowledge.
- **Consider enrolling in free or cost effective online certificate programs**, like those offered through [CofC's North Campus](#).
- **Get involved in a short-term project or volunteer your skills.** Use Handshake or Parker Dewey, or - reach out to former employers, volunteer coordinators, or internship supervisors and ask how you can help them during these challenging times.

Talk it Out

- **Our Career Counseling team is here for you.** Schedule a phone or Zoom appointment with us through Appointment Manager.
- **Need a resume or cover letter review?** Email it to careercenter@cofc.edu and we'll send it back with comments!