

YOUR FULL-TIME JOB SEARCH STARTS HERE

Mānoa Career Center (MCC) has these helpful resources to launch your full-time job search.

CAREERS RELATED TO YOUR MAJOR

- [What Can I Do With This Major?](http://www.manoa.hawaii.edu/careercenter/Majors/default.html) links 80+ majors with careers options www.manoa.hawaii.edu/careercenter/Majors/default.html.
- [Great Jobs for ... Majors, Jobs For English Majors and Other Smart People](#) and other books identify careers related to your major and job search tips.

JOB VACANCY LISTINGS

- [sece](http://www.sece.its.hawaii.edu) on-line database posts full-time vacancies (www.sece.its.hawaii.edu). Your UHM username and password gives you access.

INTERNET JOB SEARCH SITES

- Internet Sites binder lists web sites for helpful job search sites such as these listed below for civil service positions:
 - www.usajobs.gov
 - www.dhrd.hawaii.gov/job-seekers/civil-service-hawaii-state-government-jobs
 - www.pers.hawaii.edu/wuhcs

LISTINGS OF POTENTIAL EMPLOYERS

- [Employer directories](#) identify potential employers by categories. Use these lists to take the next step by visiting their web sites or to make direct inquiries about vacancies. Some directories in Resource Library are:
 - [Book of Lists](#) (Pacific Business News)
 - [Directory of American Firms Operating in Foreign Countries](#)

EMPLOYER INFORMATION AND EMPLOYMENT RELATED MAGAZINES

- Printed employer literature and magazines are placed on shelves and displayed throughout the resource library.

COMPUTERS, PRINTER & TYPEWRITER FOR JOB SEARCH ACTIVITIES

- IBM-compatible computers are available to work on cover letters and resumes. Bring a supply of quality, high cotton content paper for printing.
- Computers can also be used for Internet job search activities.
- Typewriter is available and useful to complete application forms and/or address envelopes to send out cover letters and resumes.

JOB SEARCH HANDOUTS

- Handouts on networking, resume, cover letter, interviews, and record of employer contacts are examples of handouts available.



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An Equal Employment Opportunity/Affirmative Action Institution.

TIPS

BE EXPANSIVE, NOT SELECTIVE

- Read beyond the position title to discover work responsibilities that may interest you and/or use your skills and abilities.
- Consider related occupations (see the on-line Occupational Outlook Handbook at www.bls.gov/oco/home.htm).
- View an entry level vacancy as an opportunity to gain experience, network, and/or to build your skills.

USE A VARIETY OF RESOURCES TO LOOK FOR VACANCIES

- Contact your network to inform them of your job search (see the handout on [Networking](#)) and receive possible leads.
- Look for vacancies at internet job sites, company web sites, classified ads, professional magazines, and job fairs.

APPLY WHEN YOU MEET SOME OF THE QUALIFICATIONS

- Submit a resume for vacancies even when you meet only some of the qualifications. Write an accompanying cover letter to describe other skills and abilities you can bring to the position.

MAKE YOUR JOB SEARCH A PRIORITY

- Look for vacancies on a daily basis and apply within a day or two. Don't wait for responses from employers; call as a follow up to submitting your resume. Continue to apply for jobs until you have accepted an offer.

WRITE A PROFESSIONAL, TAILORED RESUME & COVER LETTER

- Look at samples, attend MCC's workshop, draft a resume and cover letter, and meet with a career counselor to create well-designed documents that will get you to the interview.

PREPARE FOR THE INTERVIEW

- Attend MCC's workshop on interview preparation and schedule a mock interview with a career counselor to get practice responding to interview questions and suggestions to improve your delivery.