

Best Places to Find Job Opportunities

Career Services Vacancies Page: We post new openings daily, primarily for businesses, human services agencies, summer jobs and school districts located in the Northeast . The site can be accessed through the “Job Vacancies” link on our home page, www.oswego.edu/careerservices.

Career Fairs: Career Services holds multiple career fairs throughout the calendar year. These events provide an excellent opportunity for students to interact with employers. To find out when they will be occurring, check our web site or contact a member of the Career Services staff.

Reference USA: This software package will allow you to build an extensive employer contact list. It is an effective tool for those looking to identify employers in a chosen career field within a specific location. This program is located in our Office, 142 Campus Center and no sign up is required.

Newspaper Listings: These are an effective medium for finding openings within a chosen area. Small and medium-size companies cite newspaper listings as their primary source for finding new applicants and many are published on the web.

Chamber of Commerce: Metropolitan areas use the Chamber as a common forum for local businesses. A listing of participating organizations can usually be found on the web, via a quick Google search: “Syracuse Chamber of Commerce” for example. There is an official site for all chambers and they provide member listings, which are a good starting place to build contacts.

Local Career Centers: Employer contacts may be found by searching college/university websites in your perspective job search region. Many career offices post the names of participating organizations who recruit on-campus. These are a good source of employers looking for college graduates.

Company Search: Once you have built your contact list, the web is a great place to find contact information, as well as employment opportunities and application instructions. Doing a Google search on the organization will quickly lead you to company websites. For additional information, please pick up a copy of our *Company Research* handout located in the front rack of our office.

Business Directories: Are available on-line and through the local Chamber of Commerce. Most will provide detailed contact information, including personnel, phone numbers and email addresses. Some of the titles we have in our library include “Oswego County Community Services Directory,” “Onondaga County Media Directory” and the “Greater Syracuse Chamber of Commerce Business Directory.”

Employment Agencies: Are located all over the country and can be found via the web, Career Center or yellow pages. They can provide an effective job finding service, especially in areas such as Washington D.C. where they are extensively utilized by employers.

*For additional job search assistance, please contact
Career Services: 142 Campus Center, x2255.*

Generate Job Hunting Materials

Building a solid resume and cover letter is the starting point for an effective job search. These documents are extremely important as they provide the means to market yourself and will help get your foot in the door. Career Services has numerous samples, as well as a team of interns that can help you get the ball rolling. Start the process by using our “Writing Your Resume” and “Cover Letter” handouts.

Game Plan

The next step is to develop a strategy for finding that “dream job.” A well thought-out plan will help you achieve your career goals. Our Career Counselors can make this challenging process a lot easier and they are available by appointment year round. To get a feel for what should be included in your game plan, refer to our “Job Search Strategies” handout.

Develop and Expand a Prospect List

A prospect list consists of the name, title, address and phone number of employers that meet your employment criteria (career field, location, etc.). We suggest casting a wide net when it comes to identifying prospects; a range of 100-150 employers is appropriate. Career Services has numerous resources to assist in this process, including our on-line software (Reference USA) and printed materials (Regional Employer Directories). For more information on prospect list, please see our “Internet Research” and “Job Search Strategies” handouts.

Identify Job Search Techniques

Once you have built your correspondence and prospect list, it is time to begin the process of contacting employers. The most effective way to reach employers is to use a combination of methods, including: networking, informational interviewing, direct mail, phone, personal visits, on and off-campus recruiting, classified ads, employment agencies and Internet. A detailed map of these techniques can be found in our “Job Search Strategies” handout.

Learn How to Interview Effectively

One of the most overlooked, yet critical part of the job search process is the interview. The best way to prepare is through practice. The staff of Career Services offers Mock Interviews to those who are interested. These on-hour, videotaped sessions provide an excellent opportunity to see how you present yourself, evaluate your strengths, and identify areas needing improvement. To sign up for a Mock, please call x2255.

To assist with these steps, Career Services offers the following:

One-on-one guidance provided by a team of well trained Peer Advisors, two Graduate Assistants and two full time Career Counselors (available by appointment).

Electronic Resources that are free to students and alumni. Details are on the reverse side of this page.

Comprehensive Handouts located by the front desk in our office and on our website.

Numerous Events and Workshops held throughout the year. Listings are on our website.