



JOB SEARCH PROCESS TIP SHEET

Know Yourself & Career Options

Before embarking on a job search evaluate yourself – your values, likes, dislikes, wants, and needs in your next position. For example, is location very important to you or are you willing to re-locate to pursue a unique industry?

Explore what types of career options interest you. In addition to conducting research online, consider talking with different professionals in the field to get a better idea of the industry or organization including the requirements, training, everyday life, and work/life integration. Check out some veterinary career options here:

<http://www.aavmc.org/additional-pages/veterinary-career-options.aspx>

Build Your Documents & Your Network

Polish your application materials including your resume/CV and cover letter/letter of intent. These documents will have to be tailored to each specific position you apply to, but it is helpful to have updated foundational documents that you can customize for each position. Review some of the resources on the VetCAN page in addition to meeting with your school's Career Advisor or another qualified professional to critique these documents.

Determine and ask individuals to serve as references, consider the quality of your relationship and how well they can speak to your skills (especially as they relate to positions you are applying to).

Start reaching out to professionals where you are interested in applying – you can find these individuals through LinkedIn and other social media, alumni networks, personal networks, local and state professional associations, organization websites, and conferences in addition to other networking opportunities.

Begin the Search

There are many places to search for openings. It is best to have a varied and organized approach to the job search process. You can focus your search by location, industry, or other requirements and you can look on large, overarching job boards or job boards that are specific to the field of veterinary medicine. See the VetCAN Job Search Resource Tip Sheet for a list of various online job search engines.

Don't apply to positions you would not realistically consider taking, it is better to have a tailored and specific approach in which you apply to positions you are interested in and take the time to tailor your documents than it is to mass apply to hundreds of positions that may not be the best fit for you.

Searching for online job postings can be supplemented by reaching out to professionals in your desired location or industry, utilizing your personal and professional network, reaching out to alumni, and attending conferences/meetings of similar professional associations. The job search can be a long process, it is best to start early and have a good understanding of yourself and what type of position would be the best fit for you.

Stay Focused & Keep Track

Searching for a job can be a long and demanding process but the right offer and position can make it all worthwhile. Try to set aside time each day/week to focus on the job search and stay up-to-date on your progress. Know yourself, your schedule and your capabilities. Be realistic with yourself and make the job search a priority. Set realistic goals to move through the process, for example: each weekend you may plan to apply to a certain number of positions.

Track which positions you apply to through a tracking system that works best for you – track position titles, organizations, locations, position posting & closing dates, websites, dates you applied, followed up, or interviewed and the job posting itself. This can help you stay organized during the job search process.

If You Find Yourself Having Difficulty

Take a step back and examine which portion of the job search process seems to be an obstacle – whether it is finding jobs that fit your requirements, hearing back after applying, or moving forward through the various interview processes (virtual, phone, in-person, or working interviews). Reflect on the step that seems to be giving you the most difficulty and adjust your approach as necessary.

Consult with your school's Career Professional or your advisors, mentors, and colleagues about your job search process to get constructive feedback and different perspectives or approaches to the process.