



Looking for a new job can be exhilarating and exhausting. Some searches go quickly while others may take an average of around 4-6 months. Being prepared for each and every step of this process will not only save you time and headaches, but it will also make you a smarter, savvier, and more hire-able candidate!

1. Define Your Goals
2. Review and Finalize Your Resume and Portfolio
3. Complete a Cover Letter (if Applicable)
4. Take Advantage of ALL Resources
5. Work Your Network
6. Make A Schedule and Stay Organized
7. Follow Up and Solidify Your Communication Strategy
8. Perfect Your Interview Skills
9. Write an Awesome Thank You Letter
10. Nail Your Negotiating

Before you update your resume for specific game jobs

There is some debate around whether or not cover letters are still necessary, but as long as certain prospective employers still require them, you don't want to skip this step. A stellar cover letter can be the difference between landing an interview or landing in the "thanks, but no thanks" pile, so let's make sure you're turning in your A-game.

Identifying your job-search resources is a crucial step in this process. There are tons of ways to find new opportunities, but the most common ones are job boards, company career pages, recruiting agencies and networking.

List

Helpful Tips: Does your network know the following about you?

Know that I am looking for a new job as a recent graduate

Know specifically what type of job I am looking for, and what industry I'm targeting

Have a list of sample companies I'd like to work for

Understand how they can help me (I've asked them to introduce me to connections at a target company or refer me to a job with their employer)

Have a copy of my resume

Are connected on LinkedIn with my Clark advisor(s), faculty and other staff

Don't be shy about reaching out to your network when you are beginning a new search, use the below to help guide these conversations.

[Informational Interviewing Guide](#)

[Tips for Connecting with Alumni](#)

Looking for a job can be time consuming, so the more organized you are, the easier this process will be.

Helpful Tips:

Set up alerts on job boards and schedule time to browse or reach out to prospective employers

Do not procrastinate and set up an application schedule to make the process routine

Be wary of quality.. more is not always better

According to LinkedIn, the best day of the week to apply for a new job is Monday, while the worst day of the week to apply is Saturday. When you find an opportunity you're excited about, apply right away!

Organize the process of applications by keeping a chart/file for each position you have applied to. This can easily be done via Google Suite applications or use a job tracker like [Teal](#) to help manage your job search.

Recruiters receive tons (we're talking hundreds) of applications every single day. Getting on their radar will greatly increase your chances of an interview. Your communication strategy is another important piece of the applicant process. The best way to connect with (and be noticed) is through social media sites such as LinkedIn.

Use this after a touch point: [Writing a Thank-You Note Guide](#) to help craft your message.

Feeling well prepared and confident about your interview skills will have a tremendous impact on your success.

A great thank you note can make a huge impact, so be sure to ask every person you meet with for his or her contact information, and send them each a follow-

Paid Time Off (PTO)

Does the company roll sick and vacation time together into PTO or are they separate? Two to three weeks of time off is pretty standard, but try researching the company's competitors' offerings to get a feel for the industry standard.

Benefits

Typically, company benefits offered aren't very negotiable, but that doesn't mean that you shouldn't be prepared with a list of expectations. Ask about medical, dental, and vision, 401K, profit sharing, and wellness benefits so that you'll have a full picture of what you'll be getting.

Start Date

Whether you'd like to wrap up a project before leaving your current job or just want to build in a week of time off in between jobs, it's totally acceptable to ask for a delayed start date—within reason. Asking for up to three or four weeks should be fine.

Pre-Planned Vacation

Do you already have a future trip planned? Be sure to have a list of dates you'll need off prepared in advance.

Make your total compensation package a reflection of YOUR needs... Try making a list like the one below and keeping it handy for your next negotiation:

My ideal salary is

My minimum salary is

The standard salary range for this type of role is

Ideally, I would like at least X weeks of PTO

The standard amount of PTO for this industry is

I'm going to need to take the following dates off for pre-planned vacations or commitments

At minimum, I'll need the following benefits

Additional "nice to have benefits" would be

My preferred start date is

The earliest day I can start is

It is perfectly fine to say: