

Finding a Job with a Communication Degree

Top 10 List of Best Practices for First-Time Job Seekers

1. Create your resume, highlighting your accomplishments and experiences. Don't hesitate to highlight technical skills you've learned (e.g. photography, social media management, public speaking, experience with broadcasting technology).
2. In your cover letter, focus on your experiences and connect them to the job opportunity. Do not simply repeat your resume in your cover letter. Be sure to proofread your letter multiple times! Ask someone else to proofread it too as typos can hurt your chances at an interview.
3. For your interview, research the company, dress professionally, arrive on time or a few minutes early, look your interviewers in the eye, and be confident.
4. Don't forget that you are interviewing potential employers as well. Do your homework on the organization and come prepared with questions.
5. Practice your interview ahead of time with a friend or mentor.
6. Don't be afraid to put yourself out there. Send your resume and an introductory email directly to the hiring manager.
7. Be proactive. Get experience via internships, part-time jobs, and volunteer positions within the communication discipline. Employers want to see what you have done. The hiring process and job market are competitive; demonstrating your abilities with an internship, a part-time or work-study job, volunteer position, published paper, or other relevant experience and skills will help you stand out.
8. Use your university or college career center as a resource and for networking. The career center will have resources on resume and cover letter development, interview practice, and internship and job opportunities.
9. Network with your professors and other faculty. They are a great resource for learning about opportunities for research and internships and can serve as references.
10. Participate in local panels, discussion forums, or career fairs; events like these are great networking opportunities.

Finding a Job Takes Time

- Finding your first job can sometimes take months. It's normal if you don't find a position right away. Don't give up!
- Take the time to create a visually appealing resume and concise cover letter. These materials should be putting your best foot forward; formatting issues or spelling mistakes may send the wrong message.
- If you've had interviews, but still haven't landed a position, consider checking in with previous friendly interviewers to see if there are ways you can improve. This may not always prove useful but may alert you to any unhelpful answers or bad habits.
- If you can, volunteer and intern in the meantime. These activities help bolster your work experience and expand your professional network.

Finding a Job is a Job

- Maintain a schedule for yourself. Set realistic goals for the number of jobs you should apply to and cover letters you should write each week.
- Don't sacrifice quality for quantity. Spending extra time creating 10 quality applications may be more productive than sending 100 applications.
- You'll want to apply to most entry-level jobs within a few days of the date the ad was posted. The job market is competitive, and you want to be noticed early in their review process.
- Keep a check on your mental health. Finding a job often involves rejection and stress. Take care of yourself!
- Follow up after interviews, express gratitude for the interviewers' time and interest in their position. Thank you notes via email are acceptable and should be standard practice.
- Create a professional social media presence and make sure you hide or delete any social media posts that could be viewed negatively. Create and maintain a LinkedIn account and use it to network online. Don't be afraid to ask connections to make introductions for you.
- Vary your job search. Don't rely on one job database when looking for positions. Know the job databases that are most often used for your area of interest.



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