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Job Search Strategies During COVID

Understanding the job search process may look different in the upcoming months than it has before, the UTA Lockheed Martin Career Development Center has put together the below suggestions and resources for graduating students to prepare themselves to find employment post-graduation. These suggestions provide career-related engagement activities, beneficial websites, and other resources that can enhance your ability to be successful in the job search process.

The following recommendations for assignment options are designed to provide internship course management options for students who have experienced interruptions in their internships. Each option features probing questions for scaffolding learning and additional resources online for comprehensive engagement.

We encourage you to [connect with us here](#) to access virtual career resources.

Career Preparation Activities

You have access to a number of virtual activities that support your job search.

1. [Handshake](#) – Post your résumé, search and apply for jobs, schedule an appointment, and see upcoming events and activities in this online job database.
2. One-on-One Career Appointments: Make a virtual appointment with a career consultant to strategize your career, internship or grad/law school plans. [You can schedule this appointment on Handshake.](#)
3. [Career Spot Drop-Ins](#) – Our Career Spot Drop-Ins are for brief (up to 15 minutes) consultations to answer any career-related questions you may have, including networking, interview help, job search strategies, resume/cover letter reviews and more. To participate in Career Spot Drop-Ins complete the steps below:
 1. To check-in for the next Career Spot Drop-In, fill out this form: <https://bit.ly/UTACareerSpot>
 2. A staff member will reach out to you during our next Career Spot Drop-In hours, which are Monday-Friday from 1:00 p.m. – 4:00 p.m.
 3. Fill out our survey at the end of your appointment.
4. Virtual Resume and Cover Letter Workshop - Held twice a month, this workshop will help you to build your resume and cover letter so you can be successful when applying for jobs and internships. Head to [Handshake](#) to see when the next virtual Resume and Cover Letter workshop will be held.
5. [Focus2](#) – Make decisions about future career goals and education plans in this self-paced, online career and education planning tool for college students.
6. [InterviewStream](#) – Prepare for interviews and practice your answers in this virtual mock interview platform.
7. One-on-one appointments – Speak with a Career Consultant over the phone or on Teams by scheduling an appointment using [Handshake](#).
8. [MavMentors](#) – [MavMentors](#) is a mentoring program through the University of Texas at Arlington that includes students, alumni, and employers. Learn more about what it means to be mentored, the basics of starting a mentorship partnership, and how you can join the UTA MavMentors program!
9. Virtual résumé critique – Résumés can be submitted through [Handshake](#) by clicking on ‘Career Center’ then ‘Resources’ and then ‘Résumé/Cover Letter Critique Submission Form.’
10. [Virtual Job Fair](#) – Virtual Job Fairs are held once a semester. See more details, including webinars to prepare you for the Virtual Job Fair, on [Handshake](#).
11. [CareerSpots](#) - If you are more of a visual learner and would like to watch short videos to enhance your career and professional development, head to our [CareerSpots](#) page. Here you'll find a variety of career-related videos in an easy-to-navigate portal. These video's topics include: virtual interviews, resumes, job fairs, and more!

Job Search Preparation and Options

1. [Handshake](#) – Post your résumé, search and apply for jobs, schedule an appointment, and see upcoming events and activities in this online job database.
2. [InterviewStream](#) – Prepare for interviews and practice your answers in this virtual mock interview platform.



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3. [Virtual Job Fair](#) – Virtual Job Fairs are held once a semester. See more details, including webinars to prepare you for the Virtual Job Fair, on [Handshake](#).
4. Use Your Network – Contact your references and see if they know of any potential companies or positions for you to apply to.
5. Utilize [LinkedIn](#) – Update your profile with your most recent accomplishments, connect with industry professionals and expand your network.
6. Conduct an Information Interview – Conduct an informational interview with at least two professionals in a position, at an organization or in an industry of interest to you.
7. Job Shadow – Connect with your professors and/or other contacts and request to job shadow them for a short period of time. Utilize your time there to learn valuable skills and expand your network.
8. Live updates of which [companies are still hiring or freezing hiring](#).
9. [Click here to see hiring during the Coronavirus](#)
10. [Here are search tips](#) for international students during the Coronavirus.
11. Handshake's [tips for getting hired remotely](#).
12. [How to find a job during the COVID-19 process](#).
13. The University of Texas at Arlington and Revature have partnered to offer all graduates and soon-to-be graduates an opportunity to fast track their technology career. Accepted applicants join the Revature team and then receive intensive training in a team-focused setting where you can become certified in the latest enterprise-level, next-gen, and niche technologies. [Submit an application here](#).

Professional Development

1. RevaturePro consists of engaging online programs for all skills levels, ranging from beginner to advanced. [Sign up here to gain access to training modules](#).
2. Utilize [LinkedIn Learning Courses](#) to expand upon your skill sets and gain valuable transferrable skills for your resume.

Relevant LinkedIn Learning courses may include:

- What to Do in the First 90 Days of Your New Job
- Succeeding in a New Job
- Negotiating Your Compensation Package
- Learning to Be Promotable
- Overcoming Imposter Syndrome
- Leadership Stories: 5 Minute Lessons in Leading People
- Inclusive Leadership
- How to Create a Perfect Elevator Pitch
- Managing Your Career as an Introvert
- Transform Your Personal Brand
- Having an Honest Conversation with Your Boss
- Using Questions to Foster Critical Thinking and Curiosity
- Negotiation Skills
- Building Professional Relationships
- Leadership Strategies for Women
- How to Manage Your Manager
- Professional Networking
- Managing Your Career: Early Career
- Turning an Internship into a Job
- Being Your Own Fierce Advocate
- Topics Specifically Related to Skills in Your Major or Field of Interest

Other Career Tips

1. Identify Your Transferable Skills: Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs, and your total life experiences. Whether learning the value of teamwork by playing sports, developing editing skills working on your high school newspaper, or developing presentation skills while completing your college courses, each of your experiences has laid the groundwork for building transferable skills.

Transferable skills are “portable skills” that you take with you from one experience to the next. The ability to identify your transferable skills and communicate them to potential employers will greatly increase your success during the job search.



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Take Action

- Make a list of every job you have held, a list of courses you have completed, and activities you have been involved in. Write down the skills you acquired from your experiences.
 - Once you've identified your transferable skills, search for opportunities to leverage these in a different capacity. Leverage what you have been doing and pivot to where the current job openings are.
 - Set up an appointment with a career consultant on [Handshake](#) if you need assistance completing this.
2. Be Flexible During Your Job Search: Think about what you can do during the next few months. Remember this is not a permanent career shift and will help you to build even more marketable skills for your future job search.

Take Action

- Look for [telecommuting job opportunities](#).
 - Consider the industries that are [ramping up their hiring](#) to meet current demands. Many of national brands are looking to fill positions. This is a great way to secure an interim job until the economy recovers.
 - Consider moving to a different location or state to find the job matching your interests and then moving back in a year or two.
 - Take initiative to reach out to local business and ask about their needs and tell them how you can help.
3. Go to the Lockheed Martin Career Development Center: We're here to help! We can help you to identify your transferable skills and brainstorm ways to leverage those in your job search. We can also help you navigate the virtual job search process.

Take Action: Connect with the Lockheed Martin Career Development Center

- Look for presentations and events as well as job postings through [Handshake](#)
- Email us at careers@uta.edu if you're interested in receiving specific education handouts and forms.
- Make an appointment with a Career Consultant via [Handshake](#)
- See all of our available [services, which are currently virtual](#).

Contact Us

The UTA Lockheed Martin Career Development Center available to support you in your career and professional goals. Should you require additional clarification or resources to assist you, please reach out to any of our Career Engagement and Professional Development team members.

To learn more about the Lockheed Martin Career Development Center and what we have to offer, please visit <https://www.uta.edu/careers/>

Contact careers@uta.edu if you have any questions or need additional information.