Search for a Job

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Your job search is like a project that you are in charge of, and the goal is to find the right job! In order to do this you have to figure out what type of jobs to apply for, how to complete the applications, and what to say in the interviews. You might know some of these things if you've gone through this process before. You might have to ask people in your personal and/or professional network for advice. Either way, you'll have to do some sort of research.

Let's say you're interested in jobs in the automotive industry. You start by researching a few different job titles and begin to notice other job titles and companies you hadn't heard of or thought about. Then you find yourself reading articles about the latest news in the industry, which leads you down a path where you learn more about a specific part of the industry, such as autonomous vehicles or luxury car rental companies. Once you've found a company or position you're really interested in, the whole research process might start over again.

It might seem like a never-ending process, but just remember that the more time and effort you put into doing research, the more likely you are to find a great job that helps you get closer to reaching your career goals.

How to Search for Jobs on LinkedIn

1. Log in and go to http://www.linkedin.com/jobs/search.
2. Click "All filters."
3. Select preferences for job type, on-site/remote, location, industry, job function, title, salary, benefits, etc. then click "Show results."
    - Keep your search box blank if you want to see the broadest range of jobs available.
    - Use keywords if you want to narrow down your search, but keep them as general as possible. Instead of "customer success manager," try "customer" or "manager."
4. On the results page, you will see the most relevant job titles. Click on them to see a full job description.
    - Some job postings list a member of the hiring team. We recommend clicking on their profile to see if you have any mutual connections. If you do, reach out to them to learn more about the company. This could lead to a potential referral, which will increase your chances of moving forward! If you don't, message the person listed to introduce yourself.
5. If you're interested, you can save them or apply!
    - Some job postings have the option to "Easy Apply." This might seem enticing because it'll save you time, but we only recommend doing this if A) your LinkedIn profile is in excellent shape or B) it isn't your dream job.
    - If you have the the time, we recommend going directly to the company's website to see if they posted the job on their careers page. Applying here might increase the chances of being noticed by the hiring manager.
6. Create a job alert for job titles you're interested in. This will automatically notify you when new positions open up.

How to Search for Jobs on Other Job Search Platforms

1. Check out other job boards listed at the top of the Rivet School Job Opportunities Tracker.
2. If possible, filter by type (i.e. full-time, part-time, internship), experience level (i.e. entry level, associate, director), and anything else you're looking for.
3. Read the job description thoroughly to see if you'd be a good fit for the position.
    - If you don't have the specific skills listed, think through your transferable skills by asking yourself,

"What have I done that is similar to what they're asking for?"
    - Research the company through their website or LinkedIn page to see if their mission and values align with your career goals.
4. If you're interested, add the job to your Job Search Tracker or apply!
    - Companies usually describe their ideal candidate so as long as you meet over 50% of the requirements, you should apply.
    - At the entry level, you should feel comfortable applying for jobs that ask for 0-2 years of experience.
    - If they require a bachelor's degree, apply anyway. During the interview process you can explain how your experience and current enrollment in a degree program qualify you for the position.