

JOBHUNTING – SURVIVAL PLAN

Competitive markets and soft economies can be very challenging. You may feel frustrated, but don't give up. Here are 10 steps that you can take to improve your efforts in finding a job or internship. Several of these tips refer to RISD's ArtWorks and the Online Career Library. Alumni can access them at

<http://www.alumniconnections.com/olc/pub/RSD>

where you'll also find the Online Alumni Directory.

Students should log onto the Intranet Career Services page at

<http://intranet.risd.edu/CareerServices>

and click on them under Related Web Links.

1 REFINE WHAT YOU HAVE

Resume, Portfolio, Website, & Samples

- Update your resume and materials with current work and experiences. Adjust layout, presentation and information.
- Visit <http://www.risd.edu/pdf/cso/ResumeBook.pdf> for examples of cover letters, resumes, and curriculum vitas.
- Target your information to specific jobs and develop multiple versions of materials.
- Broaden the description of your abilities and emphasize transferrable skills that appeal across different jobs and markets. Note strengths in communication, organization, management and work ethic.
- Get your work seen and find places to post it online at <http://www.risd.edu/pdf/cso/PostingArtworkOnline.pdf>

2 ACE THE INTERVIEW

Interview Advice & Preparation Tactics

- Review tips, potential questions and advice provided through our Interview Handout at <http://www.risd.edu/pdf/cso/InterviewHandout.pdf>
- Attend our *In The Hotseat* interview program in the spring and hear from professionals and watch mock interviews.
- Meet with a RISD Career Counselor to discuss interview tactics and gain feedback on your interviewing approach.

3 BE PERSISTENT

Emails, Calls, Follow-Up & More

- Develop a plan to contact and follow-up on job leads. Maintain a database and track people, contact info, dates, and responses.
- Make initial contact with an email; check in with another email in two weeks; follow-up with a call after another two weeks. Consider a visit to the company to drop off materials.
- Try contacting 2 to 4 individuals in a firm – Principal, President, Design Director, Assistant Directors, Project Managers, Human Resources, etc.
- Request an informational interview if opportunities are not currently available.
- Gain excellent advice for your job search at Rita Sue Siegel's "Get a Job" guide. <http://www.ritasue.com/book>

4 BROADEN YOUR SEARCH

ArtWorks, Job Boards & Directories

- Check out RISD's job & internship database, ArtWorks, several times a week for direct postings to the college.
- Extend your search beyond Craigslist and Monster.com to art and design specific job boards such as <http://www.artjob.org> <http://www.coroflot.com> <http://www.creativehotlist.com>, as well as sites like <http://www.indeed.com> that search across numerous postings. There are over 100 links bookmarked as Creative Job Boards + Placement Agencies in our Online Career Library under the Additional Resources icon.
- Think beyond job listings and find companies where you could work by using directories, databases and magazines. Subscribe to publications specific to your career and research directories like: <http://www.designguide.com> <http://www.firmilist.com> <http://www.designdirectory.com> <http://www.workbook.com>
- Review our Online Career Library to find numerous directories per major and career path.
- Significantly increase the number of jobs you apply to and the number of contacts you make. Instead of 10, strive for 30 or more.

CSO

CAREER SERVICES OFFICE

[HTTP://INTRANET.RISD.EDU/CAREER](http://intranet.risd.edu/career)

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- Create tiers to focus your energy. Top tier are the firms you would love to work for; tailor your materials for them. Mid tier are good choices that will help build your resume. Bottom tier are your back-ups and may involve less effort.

5 NETWORK

Alumni, Professionals & Electronic Networks

- Join RISD's digital career connection to alumni at LinkedIn <http://www.risd.edu/pdf/cso/RISDlinkedin.pdf>
- Develop profiles at other networking sites such as Facebook, Plaxo, Spoke and Twitter.
- Use RISD's Online Alumni Directory to access 20,000 alumni living throughout the world. Search by name, region, major and even company. <http://www.alumnicconnections.com/olc/pub/RSD/>
- Approach alumni as mentors, ask questions about markets and seek suggestions for contacts.
- Join professional organizations like AIA, AIGA, IDSA to connect with others in your field. Attend conferences, trade shows and art fairs to meet with professionals directly and collect business cards and materials.

6 RESEARCH

Other States, Other Cities & Other Markets

- Expand your search beyond traditional art and design markets like New York, Boston, Chicago, Los Angeles and San Francisco. Consider regions of the country that are economically stable even if it means working a couple years and moving back to a larger urban area.
- Research cost-of-living information at sites like <http://www.payscale.com/cost-of-living-calculator>
- Broaden your job definition and evaluate related markets that could utilize your skills. Adjust language and descriptions on your resume to reflect other career paths.
- Find information on companies, people, and industries at <http://www.hoovers.com/free/>
- Evaluate the impact of the current economy across the country at <http://www.msnbc.msn.com/id/27913794>

7 BROADEN YOUR SEARCH

Workshops, Career Programs & Grad School

- Acquire technical and computer software skills you may need through workshops or continuing education classes.
- Attend RISD Career Services programs, panels and conferences that can help improve your materials, inform your decisions and enhance your networking with professionals.
- Determine if graduate school and an advanced degree may be a necessary step for your career path.

8 GAIN EXPERIENCE

Internships, Apprenticeships & Volunteering

- Explore internship and apprenticeship opportunities, even after graduation, that can help get your foot in the door and establish valuable networks. Check RISD's ArtWorks database for current internships opportunities.
- Devote time to volunteering through trade shows, fundraisers, art fairs, non-profits and other organizations connected to your profession. Meet like-minded individuals and create new tangents for your career.
- Check out sites like <http://www.idealists.org> for extensive listings of volunteer opportunities throughout the world.

9 EVALUATE MONEY

Personal Finances, Salaries & Other Sources

- Examine your finances, current income and debt, to determine jobhunting thresholds – how long can you look, how much will it cost you.
- Research salary information at sites like <http://www.salary.com> and <http://www.designsalaries.org> along with info from professional organizations such as AIGA, AIA, IDSA and others.
- Prospect for grant money from state, regional and national art councils and organizations. Explore **NYFA Source** at <http://www.nyfa.org> for its extensive database of resources.
- Discover residency opportunities in the U.S. and abroad for emerging and established artists at the Alliance of Artists Communities <http://www.artistcommunities.org> and Res Artis <http://www.resartis.org/>

10 MEET WITH A CAREER COUNSELOR

Resumes, Feedback, Brainstorming & More

- Schedule a career counseling appointment and have your resume, cover letter and materials reviewed.
- Learn about career resources and how to use them to expand your jobhunting opportunities
- Discuss past experiences, problems and issues and get feedback that can improve your outlook.
- Brainstorm new directions for your career path.