

# Job Searching Tips & Resources

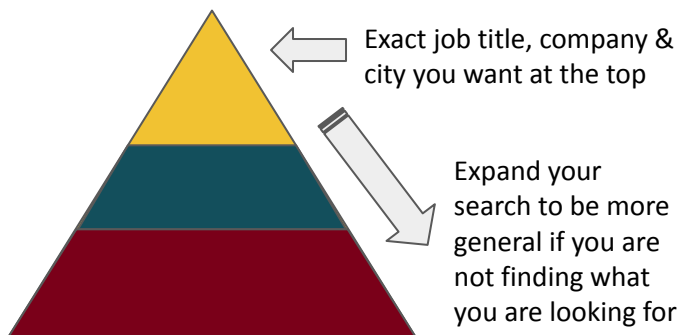


## Know your Market ✓

### Organize your process and identify your targets:

- Type(s) of Positions
- Type(s)/size of organizations
- Geography
- Schedule (Part-time vs. Full-time)

### Tier your Search



## Elements of Job Searching ✓

It's not just Googling jobs!

(not an all inclusive formula)



## 1. Networking

- Think about who is already in your network - preceptors/faculty, alumni, family, friends, neighbors, professional associations - who could you add?
- Ask who you can connect with that they might know
- If they work in the field, ask about their experiences rather than asking for a job
- Use LinkedIn (find alumni, groups, companies)
- CoP networking events and career fairs

## 2. Find Postings & Utilize Online Tools

- Use a variety of sources
- Follow organizations of interests on social media
- Sign up for email updates from company websites
- Narrow down your search terms and locations
- Create saved searches and sign up for automatic email updates
- Look at other job titles and descriptions and use search with similar terms

## 3. Applications

Tailor CV/Resume and Cover Letters

- Use the same language used in the job description
- Pick out key words that you can relate to and put in your applications materials (heading, how your information is categorized, job titles, etc.)
- You should have a different CV/Resume and cover letter for each job application. It is rarely one-fits-all.

CV or Resume?

- Does job description indicate one over the other?
- Typically, academia = CV and retail/large company = Resume
- Either document should be tailored

References

- Always contact references BEFORE listing
- Use references preferred contact information - ask them for this
- Provide the job description and your application materials (after an interview offer or when you know they may be contacted)
- If you know an employer will be contacting your references, let them know to expect the call

# Job Searching Tips & Resources



COLLEGE OF PHARMACY

UNIVERSITY OF MINNESOTA

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## Job Search Resources

CoP: <https://jobs.ahc.umn.edu/pharmacy>

MPhA: <http://jobs.mpha.org/>

MSHP: <http://pharmhs.mn.associationcareernetwork.com/>

APhA: <https://jobs.pharmacist.com>

PharmON (Pharmacy Opportunities Network): <https://pharmon.careerwebsite.com>

\*Many other professional associations will also have job postings on their sites!

## General Job Search Resources

LinkedIn: <https://www.linkedin.com/jobs/>

Indeed: <https://www.indeed.com>

Glassdoor: <https://www.glassdoor.com>

Job Searching Tips for New Pharmacy Graduates: [Article from Pharmacy Times](#)

**14,000 New pharmacists are graduating annually in the U.S.**

How you distinguish yourself from other new graduates is key in your career development!

Current UMN PharmD students and alumni within 1 year on the Twin Cities & Duluth campuses: Get personalized career coaching support! Contact Susan LeBlanc at [sleblanc@umn.edu](mailto:sleblanc@umn.edu), or schedule an appointment directly at [susan.appointments.umn.edu](https://susan.appointments.umn.edu).