

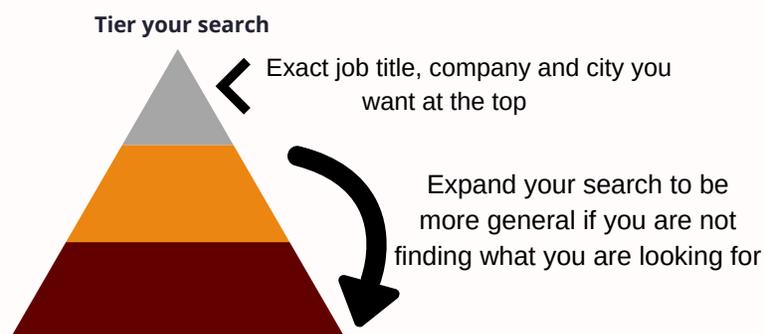
# Job Searching

University of Minnesota - College Pharmacy

## Know Your Market

Organize your process and identify your targets

Type(s) of positions  
Type(s)/size of organizations  
Geography  
Scheduling (Part-time/full-time)



## 1. Find Postings & Utilize Online Tools

Create efficiencies

- Use a variety of sources
- Follow organizations of interest 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

## 2. Applications:

Tailor CV/Resume & Cover Letters

- Use same language used in the job description
- Pick out key words that you can relate to and put in your application materials (heading, how your information is categorized, job titles, etc)
- You should have a different CV/Resume and cover letter for each job application. This is not a one-fits-all.

CV or Resume?

- Does the 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 will be contacted)
- If you know an employer will be contacting your references, let them know to expect the call.

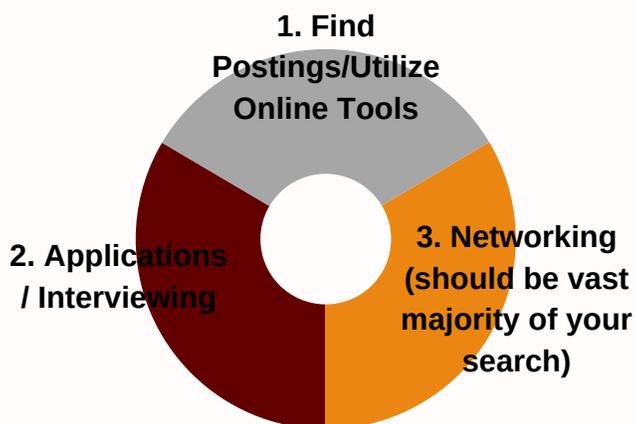
## 3. Networking:

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

## Elements of Job Searching

It's not just Googling jobs

Elements of job searching (Not an all inclusive formula):



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## Resources

### Pharmacy Job Search Tools:

- CoP: <https://jobs.ahc.umn.edu/pharmacy>
- MPhA: <http://jobs.mpha.org/>
- MSHP: <http://pharmhs.mn.associationcareernetwork.com/>
- APhA: <http://www.pharmacist.com/career-center>
- LinkedIn
- Indeed.com
- Glassdoor.com
- Professional associations
- \*Not a comprehensive list!

### Job Searching Tips for New Pharmacy Graduates:

<https://www.pharmacytimes.com/contributor/timothy-o-shea/2016/07/7-job-search-tips-for-new-pharmacy-school-graduates>

**5 Tips for Pharmacy Job Seekers:** <https://www.linkedin.com/pulse/i-cant-find-pharmacy-job---5-vladimire/>

**14,000 NEW  
PHARMACIST ARE  
GRADUATING  
ANNUALLY IN THE  
US.**

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



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