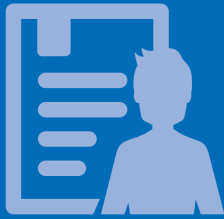




Tips for Job Searching During COVID-19



APPLICATION DOCUMENTS

- Craft a [resume and cover letter](#)
- Have them critiqued by a career counselor

RESOURCES

Chattanooga State Career Services 423-697-4421
stephanie.hollis@chattanoogaestate.edu
library.chattanoogaestate.edu/career_services



KEEP ON APPLYING

- Employers are still hiring
- Focus on industry needs
- Sort jobs by most recent

RESOURCES

Career Services [JOBlink](#)
Indeed.com
Glassdoor.com



NETWORK

- Optimize your [LinkedIn](#) profile
- Identify contacts of interests
- Request [informational interviews](#)
- Join a professional association in your field to network, gain access to career and professional development

RESOURCES

[4 Tips on Writing Networking Emails](#)
 (source: Vault)
[4 Strategies on Nailing the Video Interview](#)
 (source: Vault)



UPSKILL YOURSELF

- Identify key skills
- Find free resources to learn

RESOURCES

Career Exploration/Analysis ([ONET Online](#))
Entering a simple search term, like "film," "biology," or "mobile apps" in "Occupation Quick Search" in upper right brings up a list of possible jobs. Click on the job titles to read what skills and abilities are needed in this job. What are ways that you can grow your skills now?

[Coursera](#) is a famous, free platform for all kinds of courses in Business, Computer Science, Health, Languages, Personal Development, Productivity and more.

[TheMuse](#) (a fantastic resource for all things job- and career-related) has a list of 41 **FREE** Classes You Can Take Right Now to Advance Your Career.



KEEP POSITIVE

- Develop a routine
- Exercise
- Connect with others
- Focus on Physical and Mental Health & Build Healthy Habits

RESOURCE

Free course: [The Science of Wellbeing \(Coursera\)](#)
 Cooking, Reading, Exercise resources ([CNN.com](#)) ([Tasty Videos](#))
[Yoga \(doyogawithme.com\)](http://Yoga(doyogawithme.com))
[Learning New Skills Online \(Skillshare.com\)](http://Learning New Skills Online (Skillshare.com))

CREATE DIGITAL PRESENCE



- Clean up your social media
- Create an e-portfolio



BE FLEXIBLE

- Employers are still figuring it out
- Offers may take longer
- Be patient and demonstrate interest

Chattanooga State Career Services is here to assist you with your job search. Alumni may continue to use our services.

Contact us at [423.697.4421](tel:423.697.4421) or careers@chattanoogaestate.edu to schedule a virtual appointment.

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