



Campus Life Building · Room 220 · DeKalb, Illinois 60115  
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## ***Job Search Investments***

A thorough and exhaustive job search is a time consuming endeavor. There are also monetary costs involved. Prior to starting your job search, consider the following “investments” that are required to undertake an effective job search.

### **Your Time**

- Clarify your career goals through research and self-assessment
- Prepare, proof read and print targeted resumes emphasizing related experiences and highlights. Take it to Career Services to be critiqued before printing final copies.
- Visit Career Services, Campus Life Building 220, to find out what services are available for your particular job search. Make an appointment with a career counselor to help you develop targeted job search strategies.
- Compose and mail and/or e-mail job search correspondence (cover letters, thank-you letters, letters to references/contacts, application forms, transcript or credentials requests, letters of acceptance/decline of offer, etc.)
- Put together other job search materials (list of references, copies of transcripts, portfolio of work, credential file, etc.)
- Develop list of names/addresses/phone numbers/e-mail of contacts.
- Research jobs, employers, job search information, community information, salaries, etc.
- Post your resume on-line at websites with job listings.
- Put together and shop for a wardrobe.
- Communicate with employers and contacts via e-mail and telephone.
- Visit Career Services.. Attend job fairs and workshops.
- Prepare for and practice interviewing. Mock interviews are available in Career Services.
- Travel to and from and participate in interviews.
- Make copies, keep records and conduct follow-up of job search activities.
- Make decisions

### **Your Money**

- Access to a computer, printer, internet, fax machine
- Resume paper and envelopes
- Postage and photocopy costs
- Telephone and answering machine charges
- Wardrobe, portfolio or briefcase
- Travel, meals, and lodging
- Job search books/journals
- Vacancy bulletins/newspaper subscriptions
- Fees for workshops, conferences and job fairs
- Credential files and official transcripts