

Job Hunt Do's & Don'ts

Do tell everyone you know what kind of job you want.

Do research the company before applying.

Do have someone else proofread your résumé.

Do take advantage of informational interviews. In fact, treat every interview as an informational interview.

Do prepare for the interview.

- Memorize the interviewer's name and title.
- Practice your responses to the most common interview questions.
- Bring extra copies of your résumé, your list of references, a notepad and pen for taking notes, and the list of questions you have prepared to ask the interviewer.
- Dress appropriately for the position.
- Arrive at least 10 minutes early.

Do remember to send handwritten thank-you notes promptly after every interview.

Do stay active during your job search—temp jobs and volunteer work will extend your contacts and enhance your résumé.

Don't fall for scams. Be aware that con artists prey on job-seekers.

Don't get discouraged. The right job is worth the hunt. Besides, you'll find it—you're a UC Davis grad!

CAREER INFORMATION SHEETS

Topics range from career planning to frequently asked interview questions. Contact CAAA, (800) 242-GRAD.

TOP 10 PRIVATE EMPLOYERS OF UC DAVIS GRADS

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| 1. GENENTECH | 6. LOCKHEED MARTIN |
| 2. HEWLETT PACKARD | 7. CISCO SYSTEMS |
| 3. PACIFIC BELL | 8. SCORE! |
| 4. AGILENT | 9. CHARLES SCHWAB |
| 5. INFI | 10. SUN MICROSYSTEMS |

From the Internship & Career Center.