

# Long Distance Job Search

## Internship & Job Search Series

Many students prefer to stay within a couple of hours of their college following graduation. For those that wish to move away, there are a number of strategies they must use to successfully navigate their job search process.

### Location Location Location

One of the key things you need to consider when formulating your long distance job search is where you want to go. Are you looking for a specific job that could take you anywhere? Or do you know exactly where you wish to move, and are seeking a position in that location? Making this decision will help to frame your search in a more effective manner, and allow you to utilize the tools discussed in this handout more effectively.

Research your desired locations before beginning your long distance job search. You need to have a solid base of information about the city before you can assess if it is somewhere you would be comfortable living. Additionally, it will give you a sense of any opportunities that may be available in the area.

Begin with reading local newspapers. Much like the Journal-Sentinel will fill you in on what is happening in Milwaukee, the Washington Post or Dallas Morning News will keep you up to date on the overall climate of the DC and Dallas areas, respectively. You'll probably also see numerous references to various local organizations, some of which may be related to your field of interest.

Make sure you look at demographic data as well. You need to know how the cost of living in your desired location compares to other areas in order to effectively determine how much you are worth in the market. Also, consider what type of environment in which you would like to live. Urban? Suburban? Make sure that your destination has that sort of community available in advance.

### Resources

**ReferenceUSA** is a research and reference tool licensed to libraries, educational institutions and government agencies. Its business database contains 14 million companies and organizations. These companies and organizations will include not only places you may be interested in working, but also everyday necessities like a dry cleaner or a grocery store. ReferenceUSA can serve as your online Yellow Pages to your chosen destination.

- There are two tabs: **Quick Search** and **Custom Search**
- On Quick Search tab, put in a pharmaceutical company that you know, i.e. Abbott Labs, North Chicago IL
- On Custom Search tab, add in any of the information you would like to search by

### **Instructions for accessing ReferenceUSA:**

ReferenceUSA can be accessed through the MU Career Services Center online library: [www.marquette.edu/csc](http://www.marquette.edu/csc).

**Indeed.com** (<http://www.indeed.com/>): This job site has **national** postings that come from corporate web sites, job boards, education, government, newspaper and recruiting websites. Jobs are collected from all industries, disciplines, and regions.

### Localized Sites

Here in Milwaukee we have [www.milwaukeejobs.com](http://www.milwaukeejobs.com) as a centralized site to find positions in the area. Most other major cities will have an equivalent site. Browse through the site in your locations of interest. You may be able to identify companies and organizations that are currently seeking new employees.

Contact the Chamber of Commerce in your cities of interest. This resource can help you to accumulate a nearly exhaustive list of organizations in the area that may be of interest to you. Quite often Chambers will hold networking events, which may be beneficial to attend if you have already relocated or are otherwise able to commute. These networking events often attract some of the major industry leaders in the area, who may be just the people you need to meet.

### Reciprocity

If you are seeking a position outside of the traditional Marquette catchment area of Wisconsin and the Chicago area, you may want to consider a reciprocity agreement. Through working with our office, you can gain access to the services of one other Career Center in the country, provided they accept the reciprocity offer. Be sure you know exactly where you want to live following graduation if you choose this step, as you can only get reciprocity once.

### Networking

Because you are not looking in your immediate metro area, it is likely that you are unable to keep a close ear on what is happening with companies you may be interested in. To combat this, you will need to utilize your networking possibilities even more effectively.

**There are two types of job markets, formal and informal.**

The **formal job market** consists of jobs that can be seen, are advertised, and are made known to the public. They are also known as “traditional” or “visible” sources of job leads.

**The formal job market makes up 25% of the job openings.** These positions are advertised through:

- classifieds
- newspaper ads
- positions posted with the career services office
- private employment agencies
- state employment services
- job search/employer web sites

The **informal job market** consists of jobs that cannot be seen, are not advertised, and are not made known to the public in a formal way. **As many as 75% of jobs are not available through any publicly available process.** In fact, most employers prefer referrals from employees or others since they know these are more reliable and less trouble.

These positions are found through:

- personal contacts
- friends
- relatives
- direct contact with employers
- networking

As someone job searching from a distance, it is even harder for you to access the informal job market in ways outside of networking. Working to build relationships with people in organizations of interest will give you someone that can vouch for you when you cannot be there yourself.

### **Networking Tools**

#### **LinkedIn ([www.linkedin.com](http://www.linkedin.com))**

The Marquette University Alumni Association group on LinkedIn is one way to identify professionals in your industry with a connection to Marquette. LinkedIn is a social networking site that has a strong focus on professional networking. It was established in 2002, and as of August 2010 had more than 75 million users in thousands of locations and hundreds of industries. Through this website you can establish “connections” with classmates, colleagues, friends, and any other contacts you may have. At that point the connections of your connections are part of your network, allowing you access to an increased number of professionals. Much like Facebook, there are also groups you can join. If you are seeking a job in Miami, you might want to join a group such as “miamilink.org” or “Miami Business Network”. Once you join the group you can then connect with all the other members who have your shared interest.

#### **Professional Organizations**

Professional organizations will be a valuable resource for you in your long distance job search. Groups such as the Society of Professional Journalists or the National Society of Professional Engineers will provide you with a focused network of professionals. Many of the sites have dedicated job boards that can provide a solid baseline for searching in your industry. Networking opportunities are often available through these organizations that are available for nearly every field.

Many cities have organizations specifically for young professionals. These groups, such as FUEL Milwaukee, are resources you may want to look into. You can connect with professionals, some of whom may have been in the same process you are not that long ago. Getting involved in these organizations is also a great method to integrate yourself into your new community once you have ultimately relocated.

Marquette Clubs are another resource for you to use. The Alumni Association runs over 30 clubs throughout the country in major metropolitan markets. Utilize your fellow members of the Marquette family and contact them to learn about the area you are researching. For additional information about Marquette Clubs please contact the Alumni Association.

**Informational interviewing** is something you can do now to start developing a network of professional contacts. Informational interviewing involves identifying people who are doing what you want to be doing and asking them questions related to their current job. Utilize the tools listed above to locate potential contacts and set up informational interviews. This can also be a great way to simply learn more about the area from an actual resident. A guide to informational interviewing can be found in the Career Services Center.

### **Career Fairs**

Career fairs are great sources to meet recruiters and build connections with companies. Even if you aren't necessarily looking in the immediate geographic location of the fair, the recruiters can refer your name and documents to their colleagues in your desired location. In addition to our Fall Career Fairs and the spring WorkForce fair, there are also numerous other fairs throughout the year in other locations that Marquette students are welcome to attend.

### **Career and Internship Connections Fair**

This series of Career Fairs occur annually in January during Winter Break. Fairs are held daily during the course of one week, with Boston, Washington DC, Chicago, New York, and Los Angeles each hosting one day. Advance registration is required, and restricted to a consortium of private colleges and universities, of which Marquette is a member.

### **Big East Career Fair**

During the Big East men's basketball tournament every year in New York City, the sixteen Big East schools hold a joint Career Fair. Registration for this event is free, and you get the ability to network with employers that are primarily based in the northeastern United States. A great way to combine your job search with watching the Marquette team play!

### **Jesuit Career Fair**

The Association of Jesuit Colleges and Universities partner each year to host an e-fair for students enrolled at a Jesuit institution. Registration is required in advance for this event where employers nationwide are seeking students like you with a Jesuit education. Be sure to check on our website in the Career Fairs section for more information on these fairs, in addition to other smaller fairs.

## **Follow Up**

### **Thank You Letters**

Always send a thank you letter. Often it may be the difference between getting an offer or not. If an employer has two equally skilled potential employees who both fit with the organization, receiving a professional thank you letter may tip the scales in one's favor. A thank you letter is also a place for you to reiterate your skills or to mention something you may have forgotten or hadn't had the chance to speak about.

### **Formatting Suggestions**

Timing is critical! This letter should always be sent within 24 hours after the interview.

There are three ways to send a thank you:

- ~ A typed thank you letter using letterhead that matches your resume heading
- ~ A handwritten note using a professional notecard or thank you card.
- ~ An e-mail thank you.

Regardless of the method you select, send a thank you letter to every person with whom you interviewed; otherwise, send it to the chair of the screening committee. This letter is to express appreciation, reiterate your interest in the position, and to further sell yourself and your skills as they relate to the position specifically.

### Follow Up Tip

Because you may be interviewing in a location that you are only visiting for a short time, bring your thank you notes along with you. This way you can write them immediately following the interview and send them from a local mailbox. This will ensure that they arrive at the organization sooner than they would have if you waited to return home.

### Additional Advice

- If you are able to, schedule a visit to your locations of interest in advance of your job search. This will give you the opportunity to get a feel for the city, and you may be able to schedule some informational interviews for while you are visiting. If you can visit multiple times you might even be able to proactively schedule an interview!
- If you are concerned about companies not considering you because you are not local, and you have friends or family in the area, you can ask to use their address during your job search. You do need to be careful when doing this though, as information may be very time sensitive. This is only a feasible method if you know you are definitely relocating to one specific city.
- If you have a set date that you are moving, consider looking into agencies. Taking temporary work can help you to bridge the gap between your relocation and obtaining a fulltime position. Quite often temporary work can even turn into a full-time job!

Remember that, as a long distance job seeker, the process is similar, but still very different than that of your friends who are looking locally. The process will likely take a little longer, but if you keep your spirits up and put in the necessary hard work, you can and will get that job outside of the Wisconsin/Chicago area!

#### Use internet social networks to make connections with people:

**We're tweeting!**  Follow the Career Services Center on **Twitter** ([twitter.com/MU\\_CSC](https://twitter.com/MU_CSC)) to stay up to date on the latest job search articles, highlights and Career Services Center happenings.

**We're blogging!**  **Blogger** Be sure to visit the Career Services Center's new blog, **Career Chatter** ([marquettetecsc.blogspot.com](http://marquettetecsc.blogspot.com)), regularly to get all the latest information and advice from our office. It's the Career Services Center... UNPLUGGED

**We're on Facebook!**  Become a fan of the MU Career Services Center on **Facebook** ([www.facebook.com/mucsc](https://www.facebook.com/mucsc)). It can't hurt...right?

**We're LinkedIn!**  Network with professionals in our MUCSC Group on **LinkedIn**. If you don't already have an account - here is one good excuse to get one! To find us just search in groups for MUCSC and join.