



# Guide to Navigating the Job Search during COVID-19

We know that times are tough, especially when it comes to the job market. We've put together a guide of some things you can do to increase your virtual marketability during this time.

## HANDSHAKE

- Every JU student has a [Handshake](#) account that can be accessed via MyJU
- The CRC is approving hundreds of jobs and internship opportunities each week
- Create and/or update your profile - employers are 80% more likely to reach out if you have a completed profile
- Register and attend online events coordinated by employers and/or the CRC

## GET CONNECTED

- Grow and expand your professional network!
- Create a free [LinkedIn](#) account
- Connect with JU Alumni by visiting [Jacksonville University's LinkedIn](#)
- Clean up your online presence - check your posts on other social media accounts
  - Tip: If you question it, remove it!

## PRACTICE VIRTUAL INTERVIEWING

- When speaking to anyone on video, ensure your camera is in a clean and distraction-free space
- Look at the camera when speaking
- Continue to dress up and look appropriate!
- Test the interview program (Zoom, Google Hangouts, etc.) and your technology a day before the interview
- Consider "Informational Interviewing" - reaching out to those in your network that you want to learn more about and treat it like an interview - where you ask the questions!
  - Reach out to the CRC to learn more about Informational Interviews

## UPDATE YOUR RESUME

- Use this time to update your resume
- Check out our [Resume Writing Tips](#) to perfect your resume technique and style
- Enhance your resume by creating a unique and custom resume for each position you apply - using key words from job requirements
- Have it reviewed! Send it to your family, friends, professors, and the CRC at [careers@ju.edu](mailto:careers@ju.edu)

## EXPLORE VIRTUAL RESOURCES

- Some companies are actively hiring during this time - do your research!
- Take a personality assessment - and learn how to enhance your elevator pitch!
  - You can take [Traitify](#) for free!
- Check out this series of [blog posts from Handshake](#) to learn more about navigating the search during this time
- Register for a webinar in your field of study - and reach out to the organizers afterward!

## CONTACT THE CRC

We're here for you.

- Schedule an appointment via Handshake or by e-mailing [careers@ju.edu](mailto:careers@ju.edu)
- Appointments can be about anything - resumes, cover letters, career advising, mock interviews, career assessments, and more
- Quick question? We have [virtual Zoom office hours](#) on Mondays from 10:00am - 11:30am, and Thursdays from 1:00pm - 2:30pm