

## Job/Position Searching

The search for a position can be an arduous endeavor - often taking time, effort, and patience. The more prepared and professional you are, the more likely your job search will be successful. These tips below can help you through the process and can be applied to volunteer, part time, externship, internship, residency, full time, and various other employment positions.

### Before You Start

- Examine your interests, skills, and values to help determine which positions will be best for you
- Prepare your application materials including a CV/Resume, Cover Letter, Personal Statement, etc
- Ask individuals to serve as references - consider the quality of your relationship and similarity to positions you are applying to when choosing references. Share with them your application documents and position descriptions of interest
- Practice interviewing skills
- Brainstorm & research some potential positions, employers, or industry fields of interest

### Establishing Connections (60% of positions are found through network contacts – higher in Vet Med)

- Job Searching does not begin in your last year, you are continuously making connections through classmates, faculty, staff, externships, conferences, associations, student organizations and other professional experiences – utilize these connections and share your job search interests with others, you never know who might know of an opportunity
- Create and update your LinkedIn – this is a wonderful way to keep up with connections throughout your professional career and utilize these connections in job searches
- Avoid mass emailing your generic email and resume to multiple, unknown contacts

### Externships/Informational Interviews

- Externships are sometimes viewed as extended interviews where practices can evaluate potential candidates, make sure you shine during your externship!
- Continue to maintain relationships with previous supervisors/employers, they may have future openings or connections to other opportunities
- Informational Interviews are meetings, phone calls, or emails between you and a professional in the field where you ask questions about their position and perspective. These can be helpful if targeting a certain field or area you are not currently connected with and making connections in your field of interest.

### Cold Contact (Reaching out to an employer that has no current job openings or prior contact with you)

- Identify the correct person to contact – typically this is the owner, hiring manager, recruiter, or practice manger. Ask to ensure you are speaking with the correct person.
- Different methods of Cold Contact include in-person drop by, mail, email, and phone call.
- In-person – Remember you do not have a scheduled meeting – target less busy times and be understanding if no one has time to meet with you. Ask for a business card of someone to follow up with and be polite, thank the individual for assisting you.
- Mailing CV/Resume and Cover Letters –Mail in a nice folder that does not require your documents to be folded and print your documents on high quality paper. Include a customized cover letter

## CAREER RESOURCE CENTER

### CREATING CONNECTIONS

and CV/Resume expressing your interest in the organization and explaining the skills that you bring. Typically individuals follow up with a phone call 1-2 weeks after mailing.

- Email – Keep your email brief and send to appropriate hiring individual. The email should be a shortened, concise version of a cover letter. You can attach your resume as a PDF. Be patient, some emails are overlooked, forgotten, or go to spam. Sometimes following up with a phone call after a few days/week without a response can be helpful.
- Phone Call – Ask to speak with the individual responsible for hiring. Introduce yourself and explain your interest in the organization, communicate your skills and qualifications, ask about potential opportunities within the organization. This should be more of a conversation and not a lecture from you. If no one answers then leave a voicemail, make it brief. Do not call multiple times in a short period, give the organization some time to respond.

#### Job Boards and Position Postings

- Keep in mind larger job boards typically have larger pools of applications (ex. AVMA [Job Board](#), Indeed [Job Board](#), Monster [Job Board](#))
- UF [Gator CareerLink](#) – job board only available to UF students and alumni
- [LinkedIn](#) is a great source of job postings and employers (with large populations of industry and academia highly active)
- Professional Networks on Social Media can be helpful in job searching including the [UF CVM Careers Facebook Page](#), Specific Class Facebook Pages, and [LinkedIn UF CVM Alumni Group](#)
- Alumni Affairs sends out emails with job posting announcements to fourth year DVM students, Offshore Students completing clinical at UF, and the last 5 years of DVM alumni ([Archive](#))
- If you're interested in a particular area, search for the state VMA Job Board (ex. FVMA [Job Board](#))
- If you're interested in a particular field/specialty, most professional associations have specific job boards (ex. American Association of Equine Practitioners [Job Board](#))
- The VIRMP includes internship and residency matching <https://www.virmp.org/>
- USDA and other government or government funded positions are posted on this [Job Board](#)
- Relief positions Job Boards (ex. [VetRelief.com](#), [ReliefVet.com](#), [AVMA Relief DVM](#))
- Various Third Parties help connect practices with applicants (it is not typical for there to be any cost to the applicant, employers typically incur a cost)

#### Interviews

- Consider the type of interview, interviewers, and organization characteristics while preparing
- Practice with the mock interview module in Gator CareerLink (Vet Med one coming soon!)
- Schedule a mock interview with the UF CVM Career Advisor through Gator CareerLink
- You can always improve your interview skills – keep practicing!

#### When you're having difficulty

- Examine which step in the job search/hiring process that seems to be more difficult
- Consult with a Career Advisor, colleagues, advisors, and mentors about your process
- Ask for feedback from employers who have not offered you positions and examine for areas to strengthen your job search skills

**Take a deep breath, this may be a long process – you are not alone and help is available!**  
Email [KatelynJ@crc.ufl.edu](mailto:KatelynJ@crc.ufl.edu) with any career questions or to schedule a career appointment.