

# Job Search Strategies Handbook

Office of Career Services and  
Cooperative Education

**PROFESSIONAL EXPERIENCE**

**1 & MC CLEN** (formerly Rocket Risk Advisors, Risk  
**Assistant to Senior Vice President and Three Brokers**  
Developed color coding filing system for the department  
Prepare files according to company's professional standard  
Invoiced premiums.  
Summarized premium policies and forwarded to clients  
Quality check, set-up and distribution of policies and binders  
Moderate to heavy client contact.  
Update client information for quotes and binder binders  
Issue certificates of insurance and auto ID cards  
Followed up with Carriers to ensure that binders  
meet schedules for high volume accounts

**RISK SERVICES**  
**Document Specialist**  
Completed accurate and timely product, product  
Produced new and renewal documents  
Work Management (H2500), H2500  
Reviewed requests for renewal documents  
order to read and  
Maintained  
Managed & c



SUFFOLK  
UNIVERSITY

# WELCOME TO THE JOB SEARCH PROCESS

Although the Internet has revolutionized the job search process, networking remains the number one method for finding employment. The most successful job hunters use these essential strategies:

- a clear focus on the job desired
- a targeted resume that demonstrates experience and skills
- a “big tent” search that taps multiple resources
- a willingness to respond to advertised openings and to initiate contact with employers
- a dogged persistence in realizing your goal

All of the following resources will help you conduct your comprehensive, successful job search.

## ADVERTISED POSITIONS

Review the help-wanted ads of your city’s major newspapers and visit their corresponding Web sites (i.e., *The Boston Globe’s* [www.boston.com/jobs](http://www.boston.com/jobs)). Additionally, industry-specific professional associations and trade journals often advertise available positions in print and online.

## TARGETED INTERNET POSTINGS

Many Internet sites list positions and update them regularly. In addition to popular sites ([monster.com](http://monster.com), [craigslist.com](http://craigslist.com), [indeed.com](http://indeed.com), etc.), identify sites specific to your career interests for more targeted listings. For example, [www.idealists.org](http://www.idealists.org) is an excellent site for opportunities in nonprofit organizations; the American Marketing Association’s site, [www.ama.boston.org](http://www.ama.boston.org), is specific to both the field and the city. Additionally, employers actively seeking to recruit Suffolk students post available positions directly to our office’s job site, [www.suffolk.erecruiting.com](http://www.suffolk.erecruiting.com).

*For a list, refer to “Resources and Professional Associations by Career Field” beginning on page 5*

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## PROFESSIONAL AND TRADE ASSOCIATIONS

Tapping the resources of professional and trade associations in your niche is essential. Virtually every career field has professional associations that respond to the needs of their constituencies. For example, the Northeast Human Resources Association assists human resource professionals and students who aspire to join this field. Associations are great resources for your job hunt as they post job openings online; offer networking opportunities at workshops, conferences, and social gatherings; provide the names and contact information of association officers; and inform job seekers of current industry trends.

*For a list, refer to “Resources and Professional Associations by Career Field” on page 5*

## NETWORKING

Asking contacts for referrals is one of the most effective and efficient ways to meet the professionals who may help your search. The University’s Alumni Career Advisory Network (ACAN) provides a large bank of contacts who have volunteered to help Suffolk students. You should also consider any group with which you are affiliated—college, high school, family, friends, health club, special interests groups, etc.—as a potential networking source. Connections are out there; you must be willing to ask for their advice and assistance.

*For more information, refer to “Accessing the Alumni Network,” “The Art of Networking,” and “Networking Questions” on pages 12–15*

## TARGETED DIRECT MAIL CONTACT

You can also generate leads and interviews by initiating direct contact with employers of interest. For example, if your niche is biotechnology, you can identify key employers in the field and approach them. In addition to our office, the Sawyer Library has many resources that will help you identify these employers. To enhance your chances of success, send a targeted cover letter and resume to the hiring manager of chosen companies, outlining your interests, strengths, and assets. Follow-up a week later with the goal of meeting in person to discuss current or future hiring needs.

*For a list of 35+ industry-specific employers, refer to “The Book of Lists” on page 16*

## STAFFING AGENCIES/EXECUTIVE SEARCH FIRMS

Agencies fill entry-level support, administrative, and professional positions. Executive search firms specialize in working with more senior management-level job-seekers. Seek out agencies that focus on your niche (i.e., finance, IT, nonprofit, marketing, etc.) or ask friends if they have had any positive experiences with agencies. Temporary and temporary-to-permanent situations may also prove viable options—especially if they help you build marketable skills and relevant experiences. Generally, employers pay placement fees directly to these staffing firms, so there is no cost to you.

*For a list of these agencies, refer to “Staffing Agencies, Temporary Placement Firms, and Executive Search Firms” on page 22*

## JOB FAIRS

Job fairs give you the opportunity to meet directly with multiple employers in a concentrated time frame. Though employers do not extend job offers at career expos, they do prescreen candidates and extend invitations to interview at a later date. Job fairs may cover a wide variety of interests or may be industry-specific (for instance, idealist.org holds a nonprofits job fair and our office holds the annual Meet the Firms Public Accounting Expo).

*For more information, refer to “Job Fairs” on page 18. Plus, visit the Events section of [www.suffolk.edu/careers](http://www.suffolk.edu/careers) for a listing of upcoming job fairs or the Calendar section of [suffolk.erecruiting.com](http://suffolk.erecruiting.com)*

## ON-CAMPUS RECRUITING

Graduating students may interview with employers who visit our campus. These employers will prescreen and select candidates to interview.

*For more information, refer to “On-Campus Recruiting” on page 19*

## PART-TIME, INTERNSHIP, AND FREELANCE OPTIONS

While most graduating students seek full-time positions with benefits, you should not dismiss the possibilities offered by part-time positions and internships. These positions can help you build your skill-set, enhance your experience, expand your network, and make you more competitive for permanent positions.

## JOB SEARCH GROUPS

Career-related groups present another way to network, increase job search savy, and learn of job openings. For example, Media Bistro, an association for media professionals, hosts networking nights for job-seekers hoping to connect with potential employers. There are more general groups, too, like WIND Networking and ExecuNet, that can offer you advice and prospective leads.

*For more information, refer to “Job Search Groups” on page 27*

*Additional lists of resources and handouts are available at our office.*

# RESOURCES AND PROFESSIONAL ASSOCIATIONS BY CAREER FIELD

Those marked by an asterisk (\*) offer discounted student memberships.

## ONE-STOP SEARCH SITE

*www.indeed.com*

## ACCOUNTING

- American Accounting Association—*www.aaahq.org*\*
- American Institute of Certified Public Accountants—*www.aicpa.org*\*
- Institute of Management Accountants—*www.imanet.org*\*
- Massachusetts Society of Certified Public Accountants—*www.mscaonline.org*\*
- National Association of State Boards of Accountancy—*www.nasba.org*

## BIOLOGY AND CHEMISTRY

- American Chemical Society—*www.acs.org*\*
- American Institute of Biological Sciences—*www.aibs.org*\*
- American Society for Biochemistry & Molecular Biology—*www.asbmb.org*\*
- Massachusetts Biotechnology Council—*www.massbio.org*
- Listing of Jobs in Science-Related Fields—*www.sciencejobs.com*

## COMMUNICATION AND JOURNALISM

- Advertising Club of Greater Boston—*www.adclub.org*
- American Association of Advertising Agencies—*www.aaaa.org*
- American Marketing Association (Boston Chapter)—*www.amaboston.org*\*
- Journalism Jobs—*www.journalismjobs.com*

- Massachusetts Broadcasters Association—  
*www.massbroadcasters.org*
- Massachusetts Film Office—*www.mafilm.org*
- New England Press Association—*www.nepa.org*\*
- Print Journalism—*www.cubreporters.org*
- Public Relations Society of America—  
*www.prsa.org, www.prsaboston.org*\*
- Publicity Club of New England—*www.pubclub.org*\*
- *www.talentzoo.com* (communication- and media-related)

### COMPUTER SCIENCE

- Association for Computing Machinery (ACM)—  
*www.acm.org*\*
- Computing Research Association (CRA)—  
*www.cra.org*\*
- IEEE Computer Society—*www.computer.org*\*
- IEEE Computational Intelligence—*www.ieee-cis.org*\*
- USENIX The Advanced Computing Systems  
Association—*www.usenix.org*\*

### ECONOMICS

- National Association for Business Economics—  
*www.nabe.com*\*

### EDUCATION

- Massachusetts Department of Education—  
*www.doe.mass.edu*
- Massachusetts School Counselor Association—  
*www.masca.org*\*
- Massachusetts Association of School Superintendents—  
*www.massupt.org*
- National Association for Bilingual Education—  
*www.nabe.org*\*
- School Spring (K–12 listing nationwide)—  
*www.schoolspring.com*
- Teachers @ Work—*www.teachersatwork.com*

### ENTREPRENEURSHIP

- The Global Network of Entrepreneurs—  
*www.tie-boston.org*\*
- Boston Entrepreneurs' Network—*www.boston-enet.org*\*

### ENVIRONMENTAL

- Environmental Business Council of New England—  
*www.ebcne.org*

### FINANCE

- American Bankers Association—*www.aba.com*
- Association for Corporate Growth—  
*www.acgboston.org*
- Association for Financial Professionals—  
*www.afponline.org*
- Boston Women in Finance—  
*www.bostonwomeninfinance.org*\*
- Massachusetts Bankers Association—  
*www.massbankers.org*
- Massachusetts Mortgage Bankers Association—  
*www.massmba.com*

### FINE ARTS

- Massachusetts Cultural Council (MCC)—  
*www.massculturalcouncil.org*
- The Artists Foundation—*www.artistsfoundation.org*

### GOVERNMENT

- American Political Science Association—  
*www.apsanet.org*\*
- American Society for Public Administration-  
National Chapter—*www.aspanet.org*\*
- Idealist—*www.idealist.org*\*
- International Development—*www.devnetjobs.org*
- Commonwealth of Massachusetts—*www.mass.gov*
- Massachusetts Municipal Association—*www.mma.org*
- Massachusetts Institute for a New Commonwealth—  
*www.massinc.org*
- United Nations Association of Greater Boston—  
*www.unagb.org*\*
- USA Jobs—*www.usajobs.gov*
- World Affairs Council of Boston—  
*www.worldboston.org*\*

## GRAPHIC DESIGN

- American Institute of Graphic Arts (AIGA)—  
[www.aiga.org](http://www.aiga.org) \*
- Graphic Artists' Guild (GAG)—[www.gag.org](http://www.gag.org) \*
- International Council of Graphic Design Associations —[www.icograda.org](http://www.icograda.org)
- Massachusetts Innovation and Technology Exchange—  
[www.mitx.org](http://www.mitx.org) \*
- Society of Typographic Aficionados (SoTA)—  
[www.typesociety.org](http://www.typesociety.org) \*
- The Ad Club—[www.adclub.org](http://www.adclub.org)

## HUMAN RESOURCES MANAGEMENT

- Human Resources Jobs—[www.nationjob.com/hr](http://www.nationjob.com/hr)
- Northeast Human Resources Association—  
[www.nehra.com](http://www.nehra.com) \*
- Society for Human Resource Management—  
[www.shrm.org](http://www.shrm.org) \*

## INFORMATION SYSTEMS/ENGINEERING

- American Society for Information Science—  
[www.asis.org](http://www.asis.org) \*
- Association for Computing Machinery—  
[www.acm.org](http://www.acm.org) \*
- Association of Information Technology Professionals—  
[www.aitp.org](http://www.aitp.org) \* / Boston Chapter—[www.bostonaitp.org](http://www.bostonaitp.org)
- Institute for the Certification of Computer Professionals—[www.iccp.org](http://www.iccp.org)
- Institute of Electrical & Electronics Engineering—  
[www.ieee.org](http://www.ieee.org) \*
- Mass High Tech (*Journal of New England Technology*)—  
[www.masshightech.com](http://www.masshightech.com)
- Mass Tech Leadership Council—[www.masstlc.org](http://www.masstlc.org)
- Massachusetts Innovation and Technology Exchange—  
[www.mitx.org](http://www.mitx.org) \*
- Massachusetts Network Communications Council—  
[www.massnetcomms.org](http://www.massnetcomms.org)
- Society for Information Management—[www.simnet.org](http://www.simnet.org)
- The Software Jobs—[www.softwarejobs.com](http://www.softwarejobs.com)

## INTERIOR DESIGN

- American Society of Interior Designers—[www.asid.org](http://www.asid.org) \*
- International Furnishings & Design Association—  
[www.ifda.com](http://www.ifda.com) \*
- International Interior Design Association—[www.iida.org](http://www.iida.org) \*

## INTERNATIONAL

- Global Business Alliance of New England—  
[www.gbane.org](http://www.gbane.org)
- Massachusetts Export Center—[www.mass.gov/export](http://www.mass.gov/export)
- United Nations Association of Greater Boston—  
[www.unagb.org](http://www.unagb.org) \*
- World Boston—[www.worldboston.org](http://www.worldboston.org) \*

## MANAGEMENT

- American Management Association—[www.amanet.org](http://www.amanet.org) \*
- Project Management Institute—[www.pmi.org](http://www.pmi.org) \*
- Purchasing Management Association of Boston—  
[www.pmaboston.net](http://www.pmaboston.net)

## MARKETING

- American Association of Advertising Agencies—  
[www.aaaa.org](http://www.aaaa.org)
- American Marketing Association—  
[www.marketingpower.com](http://www.marketingpower.com) \*
- American Marketing Association Boston Chapter—  
[www.amaboston.org](http://www.amaboston.org) \*
- Marketing Science Institute—[www.msi.org](http://www.msi.org)
- National Sports Marketing Networking—  
[www.sportsmarketingnetwork.com](http://www.sportsmarketingnetwork.com) \*
- New England Direct Marketing Association—  
[www.nedma.com](http://www.nedma.com)
- Public Relations Society of America—[www.prsa.org](http://www.prsa.org)
- [www.talentzoo.com](http://www.talentzoo.com) (marketing- and media-related)

## MATHEMATICS

- American Mathematical Society (AMS)—[www.ams.org](http://www.ams.org) \*
- Employment Information in the Mathematical Sciences—[www.ams.org/eims](http://www.ams.org/eims)
- Mathematical Association of America (MAA)—  
[www.maa.org](http://www.maa.org) \*

- Society of Actuaries(SOA)—[www.soa.org](http://www.soa.org)\*
- Society of Industrial and Applied Mathematics—  
[www.siam.org](http://www.siam.org)\*

### PARALEGAL

- American Association of Paralegal Education—  
[www.aafpe.org](http://www.aafpe.org)
- American Bar Association—[www.abanet.org](http://www.abanet.org)\*
- Boston Bar Association—[www.bostonbar.org](http://www.bostonbar.org)
- Greater Boston Legal Services—[www.gbls.org](http://www.gbls.org)
- Massachusetts Bar Association—[www.massbar.org](http://www.massbar.org)\*
- Massachusetts Lawyers Weekly—[www.masslaw.com](http://www.masslaw.com)
- Massachusetts Paralegal Association—  
[www.massparalegal.org](http://www.massparalegal.org)\*
- National Association of Women Lawyers—  
[www.nawl.org](http://www.nawl.org)\*
- National Federation of Paralegal Associations—  
[www.paralegals.org](http://www.paralegals.org)\*

### PSYCHOLOGY AND SOCIOLOGY

- Action Without Borders—[www.idealists.org](http://www.idealists.org)
- American Correctional Association—[www.aca.org](http://www.aca.org)\*
- American Psychiatric Association—[www.psych.org](http://www.psych.org)\*
- American Sociological Association—[www.asanet.org](http://www.asanet.org)
- Correctional Association of Massachusetts—  
[www.corrections.com/cam](http://www.corrections.com/cam)\*
- Family Service of Greater Boston—[www.fsgb.org](http://www.fsgb.org)

### THEATRE ARTS/ENTERTAINMENT

- Entertainment Careers—[www.entertainmentcareers.net](http://www.entertainmentcareers.net)

### YOUNG PROFESSIONALS

- Boston Young Professionals Association—  
[www.bostonypa.com](http://www.bostonypa.com)
- Cape Cod Young Professionals—  
[www.capecodyoungprofessionals.org](http://www.capecodyoungprofessionals.org)\*

### AHANA\*\* AND OTHER AFFINITY GROUPS

- Association of Latino Professionals in Finance and Accounting—[www.alpfa.org](http://www.alpfa.org)\*
- Asian American Lawyers Association of Massachusetts—  
[www.aalam.org](http://www.aalam.org)\*
- Greater Boston Business Council—[www.gbbc.org](http://www.gbbc.org)\*
- Latino Professional Network—[www.lpn.org](http://www.lpn.org)\*
- Massachusetts Association of Hispanic Attorneys—  
[www.mahaweb.org](http://www.mahaweb.org)\*
- National Association of Asian American Professionals (NAAAP)—[www.naaapboston.org](http://www.naaapboston.org)\*
- National Association of Black Accountants, Inc. (NABA)—[www.nabainc.org](http://www.nabainc.org)\*
- National Black MBA Association (NBMBA)—  
[www.nbmba.org](http://www.nbmba.org)\*
- National Society of Black Engineers—[www.nsbe.org](http://www.nsbe.org)\*
- National Society of Hispanic MBAs—  
[www.nshmba.org](http://www.nshmba.org)\*
- The Partnership, Inc.—[www.thepartnershipinc.org](http://www.thepartnershipinc.org)
- Women's Network of the Boston Chamber of Commerce—[www.bostonchamber.com/cwt/external/wcpages/programs/women's\\_network.aspx](http://www.bostonchamber.com/cwt/external/wcpages/programs/women's_network.aspx)

\*\* African-American, Hispanic, Asian-American, Native American

# ACCESSING THE ALUMNI NETWORK

Suffolk's Alumni Career Advisory Network (ACAN) lists alumni who are willing to talk with current students and fellow alumni about their careers, industry information, and possible job referrals and leads. ACAN represents alumni working in a wide range of industries and fields.

To access ACAN,

- Go to [www.suffolk.edu/alumni](http://www.suffolk.edu/alumni)
- Enter the Online Community
- Alumni and students in their last year at Suffolk may register for online access via the “first-time user” prompt. Other students must speak with a career counselor before getting access.
- Explore potential contacts in both the online directory and ACAN.
- Search these resources for alumni who meet your parameters regarding career field, industry of interest, specific employer, location, etc. Usually, two of these criteria (for example, location and field) will give you a good list from which to work.
- Send an email to alumni indicating your Suffolk connection, ACAN, and your interest in seeking their career-related advice (ideally in a 30-minute meeting). Schedule a phone appointment if the contact is either long-distance or unable to meet you in person. You may also gain valuable information over email.

# THE ART OF NETWORKING

## WHAT IS NETWORKING?

- Seeking people who can offer career information, ideas, advice, and access
- Developing long-lasting professional connections
- Identifying the “hidden” job market—those opportunities that may not be advertised
- Helping others by making introductions and sharing information
- Asking people for information, not for jobs

## WHO DO YOU NETWORK WITH?

- Everyone you know—friends, family, acquaintances, classmates
- Suffolk alumni, including those in the Alumni Career Advisory Network
- Professional associations and conferences
- LinkedIn.com and listservs serving your chosen profession

## WHAT ARE INFORMATIONAL INTERVIEWS?

- The ultimate goal of networking—30-minute meetings with contacts for career advice
- Your chance to ask targeted questions about the contact's field and company
- Helpful discussions that may lead to referrals, job leads, and unique resources
- Encounters with professionals in your field with whom you can follow-up in the future

# NETWORKING QUESTIONS

Come to an informational interview prepared with questions. Here are some suggestions.

## ASK ABOUT YOUR CONTACT

- How did you get into this field? What special skills did you have before entering it?
- What aspects do you like and dislike most about your job?
- Who do you interact with on a regular basis?
- What is a typical day like?
- What information must you have to succeed and advance in this job/industry?
- How is your workplace culture? How does it compare to your past experiences?
- What do you enjoy the most, and least, about your job?
- Would you consider working in related fields? If so, which?

## ASK ABOUT THE FIELD/INDUSTRY

- What market and employment trends affect this industry?
- Who are the market leaders and how did they earn their leadership?
- What are the emerging/growing companies?
- How would my background mesh with this field?
- Are people in this industry receptive to people coming from other industries?
- Could I investigate this field via an internship?
- What are other sources of information about this industry?

- What are the salary ranges for people at various levels in this industry?
- Do you recommend certain professional associations?
- Is there anyone else you think I should contact?

## ASK FOR PERSONAL FEEDBACK

- Would you be willing to suggest how I might improve the content and format of my resume?
- Based on my background, what kinds of jobs do you think I should consider?
- Which skills are most valued by employers?
- May I stay in touch with you?

# INDUSTRY LISTS

Ready to conduct a targeted direct mail campaign to employers of interest? The Book of Lists, compiled by the *Boston Business Journal* and available at our office, ranks the largest Boston-area companies in various fields. This resource lists the top 25 largest employers in 35+ industries ranging from accounting to Web design.

## Industry Lists

Accounting Firms  
Advertising Firms  
Architectural Firms  
Biotechnology Firms  
Chambers of Commerce  
Colleges and Universities  
Commercial Developers  
Commercial Real Estate Firms  
Commercial TV Stations  
Economic Development  
Engineering Firms  
Environmental Engineering Firms  
Graphic Design Firms  
HMOs  
Hospitals  
Interior Design Firms  
Investment Banks  
IT Consulting  
Law Firms

Life Science Companies  
Lobbying Firms  
Meeting and Event Planners  
Museums  
Mutual Fund Companies  
Newspapers  
Nonprofit Organizations  
Performing Arts Organizations  
Public Relations Firms  
Retailers  
Security Firms  
Software Developers  
Staffing Agencies  
Stockbrokerage Firms  
Technology Employers  
Venture Capital Firms  
Web Design Firms

## JOB FAIRS

Job fairs are an excellent way for you to get a sense of the market. You can make these events work for you by keeping abreast of the dates of upcoming fairs, researching the employers who are scheduled to attend them, and arriving with a polished resume.

Suffolk University participates in and hosts a number of annual job fairs.

Career Services presents these job fairs for Suffolk students:

- Meet the Firms Night (for public accounting)~  
September 23, 2009
- Graduate Student Career Expo~November 4, 2009
- Connections Full-Time Job Fair~March 10, 2010

We participate in collaborative career events with other Boston-area colleges such as the:

- AHANA-Related Fairs
- Marketing/Communication Career Expo~  
September 21, 2009
- Northeastern University Job Fair~October 8, 2009,  
and February 2010~[www.neu.edu](http://www.neu.edu)
- Women for Hire Job Fair~December 10, 2009~  
[www.womenforhire.com](http://www.womenforhire.com)
- Diversity Career Fair for Public and Private Schools  
(K-12)~February 6, 2010~[www.nemnet.com](http://www.nemnet.com)
- Government Career Expo~February 16, 2010~  
[lmarchan@suffolk.edu](mailto:lmarchan@suffolk.edu)
- Environmental, Energy, and Engineering Career  
Fair~February~[www.ebcne.org](http://www.ebcne.org)
- Idealist.org Nonprofit Career Fair~February 2010~  
[www.idealist.org](http://www.idealist.org)
- MIT European Career Fair~winter 2010~  
[www.euro-career.com](http://www.euro-career.com)
- Massachusetts Education Recruiting Consortium  
(K-12)~April 2010

## ON-CAMPUS RECRUITING

If you are currently a senior or are in your final year of graduate school, you are eligible to participate in on-campus recruiting.

In order to learn more about upcoming recruiter visits and how to register for them, you must create an account on [suffolk.erecruiting.com](http://suffolk.erecruiting.com). Contact Terry Wells, recruiting coordinator, at [twells@suffolk.edu](mailto:twells@suffolk.edu) for the token/password to this Web site. Once you have created your account, you will be able to upload your resume and cover letter files for potential employers to review. You also have the opportunity to search for jobs advertised only by Career Services or by other career offices.

Once you find a position that interests you, apply for it. Your application will be stored until the deadline, at which time all applications will be emailed to an employer for review. The employer must email you letting you know whether you have been accepted or declined for an interview on campus. If you are accepted, you will have automatic access to the interview schedule, and you can choose your designated time. The Calendar section of [suffok.erecruiting.com](http://suffok.erecruiting.com) also lists upcoming events scheduled on and off campus.

# THE ART OF INTERVIEWING

## PREPARING YOURSELF

As always, it is essential to have a professional demeanor when you go on an interview. The old adage about dressing for success rings true—by presenting yourself in a professional manner, you will send a clear signal to employers that you are ready and eager to be a successful employee. Before you arrive at each interview, research the job opportunity, employer, and industry—and how you can contribute to them.

Before you go on the actual interview, conduct a mock interview with a colleague or member of our staff to hone your message and polish your delivery.

Be prepared to answer these questions:

Why are you interested in this position?

What do you bring to this career opportunity?

How would you/have you responded to this type of situation?

What are your greatest strengths and weaknesses?

Where would you like to be professionally in five years?

What are you looking for in a position and supervisor?

When you prepare for an interview, think of a number of specific situations from your work history, academic experience, or community service that credibly demonstrate you have the skills needed to thrive in this job. In this way, you'll be prepared for a fruitful interview!

## PRESENTING YOURSELF

At an actual interview, be positive, pleasant, and persuasive. You truly do have just one chance to make a great first impression—make yours last. Establish a comfortable rapport with your interviewer and maintain a conversational tone. During the interview, focus on establishing the connection between the employer's needs (as detailed in the job description) and your relevant skills and experiences. The likeability quotient is key—the employer is seeking someone who can do the job competently but who also can fit in with the other members of the department and overall organizational culture. This is also your chance to ask questions about the job opening and to learn more about the company for which you may soon work. Being inquisitive shows that you are motivated and interested to learn more about how you may fit in at your future workplace.

If you are enthusiastic about a job opportunity, let your potential employer know it unequivocally at the end of an interview. Allow a week to elapse before sending a thank-you note or email to those you met with to express your continued interest.

# STAFFING AGENCIES, TEMPORARY PLACEMENT FIRMS, AND EXECUTIVE SEARCH FIRMS

There are hundreds of staffing firms in Boston offering opportunities—from full-time permanent to temporary to temporary-to-permanent positions—across a range of fields. Here are a few our counselors recommend.

## STAFFING AGENCIES

Comforce Staffing Services  
20 Boston Park Plaza  
[www.comforce.com](http://www.comforce.com)  
617.728.4110

Creative Financial Staffing  
One Beacon Street  
[www.cfstaffing.com](http://www.cfstaffing.com)  
617.753.6012

Hire Partnership  
262 Washington Street  
[www.hirepartnership.com](http://www.hirepartnership.com)  
617.948.5870

Hollister Staffing  
75 State Street #9  
[www.hollisterstaff.com](http://www.hollisterstaff.com)  
617.654.0200

John Leonard  
75 Federal Street  
[www.johnleonard.com](http://www.johnleonard.com)  
617.423.6800

Kforce  
Federal Reserve Plaza  
600 Atlantic Avenue, 18th Floor  
[www.kforce.com](http://www.kforce.com)  
617.368.6600

KNF&T Staffing Resources, Inc.  
3 Post Office Square  
[www.knft.com](http://www.knft.com)  
617.574.8200

MacPherson Legal Staffing  
224 Clarendon Street  
[www.macpherson-group.com](http://www.macpherson-group.com)  
617.262.1313

Manpower  
101 Federal Street  
617.443.4100  
[www.us.manpower.com](http://www.us.manpower.com)

Office Team  
101 Arch Street, Suite 2000  
[www.officeteam.com](http://www.officeteam.com)  
617.951.4000

Randstad Staffing  
155 Federal Street  
[www.randstad.com](http://www.randstad.com)  
617.350.6336

Staffing Now, Inc.  
699 Boylston Street  
[www.staffingnow.com](http://www.staffingnow.com)  
617.451.5900

The Skill Bureau  
129 Tremont Street  
[www.skillbureau.com](http://www.skillbureau.com)  
617.423.2986

Ultimate Staffing Services  
101 Federal Street  
[www.ultimatestaffing.com](http://www.ultimatestaffing.com)  
617.557.4660

## EXECUTIVE SEARCH FIRMS

specializing in positions with salaries of at least \$80,000;  
in Boston, unless otherwise noted; listed by size

Winter, Wyman Companies  
950 Winter Street, Waltham  
www.winterwyman.com  
781.890.7000

J. Robert Scott  
260 Franklin Street  
www.j-robert-scott.com  
617.563.2770

Korn/Ferry International  
2605 Franklin Street  
www.kornferry.com  
617.345.0200

Beacon Hill Staffing Group  
152 Boston Street  
www.beaconhillstaffing.com  
617.326.4000

CTPartners  
One Federal Street  
www.ctnet.com  
617.316.5500

Isaacson, Miller Inc.  
334 Boylston Street  
www.imsearch.com  
617.262.6500

Heidrick & Struggles International Inc.  
150 Federal Street  
www.heidrick.com  
617.737.6300

Management Recruiters-The Boston Group  
607 Boylston Street  
www.mri-boston.com  
617.262.5050

Conley & Co.  
260 Franklin Street  
www.conley.com  
617.399.5400

Michael Page International  
125 High Street  
www.michaelpage.com  
617.428.3793

Logix Inc.  
1601 Trapelo Road, Waltham  
www.logixinc.com  
781.890.0500

Witt/Kieffer  
25 Burlington Mall Road, Burlington  
www.wittkieffer.com  
781.272.8899

DHR International  
101 Federal Street  
www.dhrinternational.com  
617.342.7127

Management Search Inc.  
201 Park Avenue, West Springfield  
www.msi1.com  
800.405.1152

Staffmark  
One Liberty Square  
www.staffmark.com  
617.695.1700

Battalia Winston International  
101 Federal Street  
www.battaliawinston.com  
617.345.5505

The Ward Group  
8 Cedar Street, Woburn  
www.wardgroup.com  
781.938.4000

Treeline Inc.  
599 North Avenue, Wakefield  
www.treeline-inc.com  
781.876.8100

Zurick Davis Inc.  
301 Edgewater Place  
www.zurickdavis.com  
781.938.1975

ChampionScott Partners  
545 Boylston Street  
www.championscott.com  
617.367.0444

Cook Associates Inc.  
7 NE Executive Park, Burlington  
www.cookassociates.com  
781.565.1144

The Eastmark Group  
44 School Street  
www.eastmarkgroup.com  
617.523.5511

Lois L. Lindauer Searches  
437 Boylston Street  
www.lllsearches.com  
617.262.1102

Gatti & Associates  
266 Main Street, Medfield  
www.gattih.com  
508.359.4163

For an extensive list of staffing agencies searchable by area, types of services, and occupational categories, visit the Job Seekers section of the American Staffing Association at [www.americanstaffing.net](http://www.americanstaffing.net). The ASA also provides tips on selecting the staffing agency that best suits your needs.

## JOB SEARCH NETWORKING GROUPS

### EXECUNET

[www.execunet.com](http://www.execunet.com)

Designed for professionals and executives earning \$100,000 and more, this organization's services include networking, meetings, an online career center, and job postings.

### WIND NETWORKING

[www.windnetworking.net](http://www.windnetworking.net)

For even more support during your job search, you might want to join a job group. WIND Networking offers a regular forum for professionals in job transition. Get support from your peers, sharpen your job-search skills, and meet industry professionals at weekly networking events. Since 1990, WIND has served more than 11,000 job-seekers in Massachusetts, New Hampshire, and Rhode Island.

One-time registration: \$10

Attendance cost: \$10 per meeting

For more information, email Fred Nothnagel at [fnothnagel@windnetworking.net](mailto:fnothnagel@windnetworking.net).

### BRANCH MEETINGS

#### WIND/North

Wednesdays at 9am

Wilmington United Church

Wilmington, MA

Contact: Fred Nothnagel at [fnothnagel@windnetworking.net](mailto:fnothnagel@windnetworking.net)

#### WIND/East

First and third Fridays of each month at 9:15am

St. John's United Methodist Church

Watertown, MA

Contact: Gail Birger at [gbirger@windnetworking.net](mailto:gbirger@windnetworking.net)

### WIND/Boston

Second and fourth Wednesday of each month at 11:30am  
Paulist Center, 5 Park Street  
Boston, MA  
Contact: Larry Elle at [lelle@ix.netcom.com](mailto:lelle@ix.netcom.com)

### WIND/South and WIND/South Senior Executive Group

Thursdays at 8:30am  
Trinity Episcopal Church  
Canton, MA  
Contact: Larry Elle at [lelle@ix.netcom.com](mailto:lelle@ix.netcom.com)

### WIND/West

First and Third Tuesdays of each month at 9am  
St. Luke's Catholic Church, Parish Center  
Westborough, MA  
Contact: Larry Elle at [lelle@ix.netcom.com](mailto:lelle@ix.netcom.com)

### WIND/Seacoast

Usually second and fourth Mondays of each month at 8:45am  
Franklin Pierce College  
Portsmouth, NH  
Contact: Neil Wilson at [nwilson@windnetworking.net](mailto:nwilson@windnetworking.net)  
and Events page for specific locations and dates

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**OFFICE OF CAREER SERVICES  
AND COOPERATIVE EDUCATION**

Suffolk University  
20 Ashburton Place, First Floor  
Boston, MA 02108  
617.573.8480

[www.suffolk.edu/careers](http://www.suffolk.edu/careers)  
[careers@suffolk.edu](mailto:careers@suffolk.edu)

an office of the division of  
**student affairs**