

Long Distance Job Search



Effective long distance job hunting involves three critical components. The probability of finding a good position depends on careful attention to each of the following tasks:

- **Researching**
- **Self-Marketing**
- **Planning Your Trip**

RESEARCHING

Examine Written Material

- Start with the Career Center's "Career Links" resource (www.du.edu/career/careerlinks.html). From there, click on many helpful links to various websites:
 - "Research Organizations and Industries"
 - "Job Search" then click "Resources by Geographic Region"
 - "Research Places to Live"
 - "Labor Market Trends"
 - "Salary Negotiation and Research" then click "Cost of Living Comparisons"
- Search for local Chamber of Commerce information at www.worldchambers.com.
- Try an online search using keywords for your desired city and career field.

Create Lists

- Note names, addresses, and phone numbers of all companies you want to contact.

Network

- Talk with friends/family to identify personal and professional contacts in the target city.
- Find professional organizations that are active in your intended city. Start with the Career Center website to find those organizations associated with your major at (www.du.edu/career/handouts/majorsheets.html). From the various websites, call a contact person from the professional association. Obtain a roster of members or an online newsletter for leads.
- Visit DU Careers Online (www.du.edu/career) and review the list of Career Network Volunteers living in your city of interest to expand your contact list. Write or telephone them to identify referral sources and recent market trends.

SELF-MARKETING

- Send letters of introduction and follow up with phone calls.
- Search through online telephone directories to get lists of employment agencies/services in the target city and contact them. Also try the Career Center's website (www.du.edu/career/careerlinks/recruiters.htm)

PLANNING YOUR TRIP

- Schedule both informational and job interview appointments before you leave. Use a map of the city to schedule appointments most efficiently.
- In a job interview, stress your interest and commitment to moving to the new city. Be prepared to return for a second interview if requested and ask if they reimburse for travel expenses.
- Take time to explore aspects of the city important to you: social, cultural, educational, etc.
- ***Don't forget to write thank you letters to those with whom you spoke!***