

OTAC CAREER CENTER TIPS TO HELP YOU LOOK FOR AND LAND YOUR “Perfect Fit” JOB

Resume Tips

- a. Have a master resume to capture all of your up to date experience. It is important to create additional resumes to tailor and define your unique attributes to whichever setting/job you are applying for.
- b. Upload your resume to the OTAC Career Center webpage for a free resume review: <https://bit.ly/OTACCareer>
- c. Bring a copy of your resume with you to all interviews.

References

- d. Coordinate with 3-4 of your professional references ahead of time to ensure that they can be of assistance if the company you are applying for reaches out. Bring a copy of references with you to all interviews.

Ok, SO YOU HAVE YOUR REFERENCES, YOUR RESUME, AND YOUR COVER LETTER.
WHAT NEXT? *The Job Search Begins*

Job Search

- e. When beginning a job search, be patient and know that searching can be a full-time job. Be open and confident in what you apply for. The field of OT comes with lots of variety. An important piece of a new job for a new grad is to ensure that a form of mentorship is included during your first year as a clinician. Applications are usually in person or online.

In Person vs. Online

- f. In person: Dress in business formal, have a copy of your resume and references with you, and introduce yourself to the companies that you are interested in. You can also reach out to friends, family, your clinical instructors, and colleagues to see if they have any or know of openings.
- g. Online: There are many professional websites that you can use to apply for jobs. Visit the OTAC Career Center webpage to look at current job openings in California: <https://bit.ly/OTACCareer>

Attend Events/Networking

- h. When attending events, it is always a good idea to have an “elevator speech” on what you are looking for and why you would make a good fit.
- i. OTAC offers various conferences and events throughout the year. This is a good way to meet others and network: <https://www.otaconline.org/otac-events-calendar>

Create A Spreadsheet To Stay Organized With Your Current Job Applications

- j. Items you can keep track of: name of company, area of practice, date of application submitted, phone number of company, application process status, contact name and information.

Determine What Is The Right Fit

- k. Will you be provided mentorship?
- l. Do the values and mission of the company align with what you are looking for?
- m. Does this company offer opportunities for growth and professional development?
- n. Do they support a work/life balance?
- o. Do they offer and/or support OTAC membership?



Always Take The Interview

- q. Regardless if you would like the job or not, going to interviews help you gain more practice for the interviews to follow.
- r. Practice mock interview questions, make sure the questions fit to the setting you're applying for. Record yourself, or better yet, practice with friends, family, or colleagues. This will help you gain confidence when answering both general and area specific questions during the "real deal."
- s. Have a couple questions on hand that you can ask the company as well.

Research The Companies

- p. Watch videos of the company you are applying for, visit their website, learn the values and mission of that company. It will help show if this opportunity is the right fit for you.

Write Thank You Cards

- t. A handwritten thank you card can separate you from others. It is always good to deliver or mail a handwritten thank you card. Express your gratitude for the interview, as well as, something meaningful that the interviewer spoke with you about.

Follow Ups

- u. Follow up after your interview to see if there is any additional information you can provide, as well as, learn about the update of the current status of the position that you are applying for.

3 Resources You Can Get At The OTAC Career Center

- w. One Free Resume Review
- x. Ask the Experts
- y. Articles on Resume Tips, Interviewing, Career Advancement, and Navigating the Digital World

Be Open To Opportunities That Come Your Way

- v. It is always a hope to land your dream job on the first try, but you never know what opportunities and learning experiences you may encounter if you remain open to whatever jobs come your way. The field of OT offers a variety of settings/specialties; take each opportunity you can to learn.



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