

# Conducting a Long Distance Job Search



## Career Services

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Conducting a long distance job search can be a daunting task. In executing your job search, you will need to consider how to market yourself, how to find job search resources in an unfamiliar city, and how the costs of conducting a long distance job search will affect your budget.

## KNOW WHO YOU ARE AND WHAT YOU CAN OFFER

- Explore and understand your strengths and weaknesses.
- Create a 30 second commercial emphasizing your education, experience, and goals. This 30 second commercial can be used in introductions, at job fairs, and to answer the "Tell me about yourself," interview question.
- Investigate occupations that interest you and that you feel fit your skills. Consider if your desired occupation is available in your target city.
- Understand the industries in which you are interested. What industries are available in your target city?

## HAVE A STRATEGY

### City or Specific Geographical Region

- Research options for housing, areas to live, cost of living differences, etc.
- The more specific you are in geographical region, the more streamlined your search can be.

### Timing of Your Move

- Be clear about your available start date

### Create a Relocation Budget

- Research how much it costs to hire a moving company or rent a truck, pay for plane tickets or gas, put deposits on housing or utilities, pay new state taxes, change your driver's license and license plates, etc.
- Creating a budget of all of your moving costs will allow you to understand if and how relocating is feasible for you.

### Plan a Visit

Visiting your target city will allow you to:

- Orient yourself to areas and sites within your target city
- Decide if you are interested in moving to the target city
- Meet or interview with prospective employers
- Begin the networking process

## RESEARCH

A great deal of research needs to go into your long distance job search. You need to be aware of how to locate market and employment information your target city.

### Job Market

- National Information
  - Bureau of Labor Statistics (<http://www.bls.gov>)

- State and Local Departments of Economic Development
- Occupation Specific
  - Occupational Outlook Handbook (<http://www.bls.gov/oco/home.htm>)
  - O\*Net (<http://www.online.onetcenter.org/>)
  - Professional Associations

### Employers

- Industry Directories (National, State, and Local)
  - Ask a reference librarian for directories that suit your needs
- Business Journals
  - Book of Lists
- Chamber of Commerce
  - Business or Member Directories

### Job Openings

- Online sites (Monster, Careerbuilder, etc.)
- Newspapers
- State employment offices
- Employment agencies/headhunters/recruiters
- Local sites for that city
  - Ask a reference librarian

## NETWORK

Networking is an integral part of any job search. In an unfamiliar city, networking will help you to meet colleagues and those people that can connect you to the type of job opportunities that interest you. The following are just some of the resources for networking opportunities:

- Friends/family in the area
- Informational interview with targeted employees
- Professional Associations (meetings and events)
  - Local or regional chapters
- Alumni who live in the area

## ADDITIONAL CONSIDERATIONS

- Possible interviewing costs
  - Candidates are often required to pay for travel and housing costs for interviews
  - Depends on level of job
- A long distance job search may take longer
- Obtain a relocation guide. These can include information about cost of living, recreational options, tax information, and more.
- Support network in a new city
  - Having friends, family, or other supportive people in your life will make your move more successful.