

Looking for a Job

Objectives

- List and explain important considerations when choosing a new job
- Identify the components of a posted job description
- Write a cover letter for a job opportunity
- Prepare a professional resume
- Write a follow-up letter for a job opportunity

Try It / Solve It

1. Begin your job search with some quick research on jobs available to candidates that possess some of the skills we've been learning thus far. Go to the Monster Board, Dice, Hot Jobs, or specific company web sites such as Google (click on "jobs" and preview the current jobs being advertised) or Costco (click on "employment opportunities"). Try to find jobs in your local area. Search jobs with the keywords: "SQL" or "database," "data modeling," "DBA" or "database administrator."

Use Internet resources to look for jobs in other areas of your interest. List three areas that you feel you would need to improve (other than specific job-related knowledge) in order to enter a field of your choice.

Choose one "ideal" job that is currently being advertised. List the qualifications required for the job. Where is the job? What benefits does the job offer? What is the pay range?

2. You have been offered a job in another city. Identify the factors important to you in making a decision to relocate?

3. Select either an entry-level job or summer placement with a database design company that will help you develop the skills for your dream job

a Write a cover letter.

b Create a professional resume

c Assume that you were interviewed. Write a follow-up letter thanking the company for the opportunity to interview for the position.