

DePaul Music Career Services Job Search Checklist

<http://music.depaul.edu/resources/career-services/Pages/default.aspx>

The following list is recommended as a way to conduct a job search. This is by no means the only way to get a job. Freelance artists, soloists and chamber groups (to name a few) will need to be more resourceful than simply following this list. Also consider the following recommended reading: *Your Own Way in Music*/Uscher; *Making Music in a Looking Glass*/Highstein; *The Performing Artist's Handbook*/Paplos; and *Beyond Talent*/Beeching.

1. ☐ **Familiarize yourself with the resources available from the Music Career Services Office.**
2. ☐ **Self-Assessment: Begin to assess your interests, strengths, weaknesses, career goals, etc.**
Specific resources are available from the Music Career Services Office.
3. ☐ **Start consciously developing a network of colleagues, teachers, etc.**
Many times, graduates find jobs through networking, not necessarily published sources.
☐ Contact all teachers, colleagues and friends to inform them you're job searching.
☐ Know how to access unadvertised jobs through your network.
4. ☐ **Develop your résumé.**
☐ Get a hard copy or download résumé handbooks from the Music Career Services Office/website.
☐ Ask as many people as possible to critique the rough draft of your résumé.
☐ Make an appointment to meet with the Coordinator of Career Services and/or the DePaul Career Center to review your résumé.
5. ☐ **Consider making a quality audition recording with Sound Recording and Technology.** Don't wait for your final recital to make a recording. See SRT section of the School of Music website for details.
☐ Schedule auditions/mock auditions whenever possible, if applicable to the job you want.
6. ☐ **Develop a job search strategy.**
☐ Know where you are willing to work, including location and job type.
☐ List where you will look for vacancies (specific people, publications, etc.)
☐ Make your own job-search checklist to ensure a thorough and well-organized search.
7. ☐ **Regularly check all resources with job vacancy listings.**
☐ Explore School of Music/DePaul University resources.
8. ☐ **Write a general cover letter to use as your working model, *not* the final letter for every job.**
☐ Write a new, targeted letter for every job.
☐ Have as many friends or colleagues critique your letter as possible.
☐ Make an appointment to meet with the Coordinator of Career Services and/or the DePaul Career Center to review your cover letter.
☐ Whenever possible, research each institution before applying.
9. ☐ **Practice interviewing.**
☐ Be sure you have solid answers for your most feared questions.
☐ Familiarize yourself with questions commonly asked during interviews.
☐ Know how to respond to illegal questions in an interview.
☐ Consider arranging mock interviews through Music Career Services or practice with someone else.
10. ☐ **Make sure you have an appropriate interview/audition wardrobe.**
11. ☐ **Before each interview/audition, research the institution to find out about your potential work environment.**
☐ Generate a list of questions to ask your interviewers.
☐ Research department, college, university and/or community.
12. ☐ **If you are having trouble locating jobs in your field or locality, write letters of inquiry to all institutions likely to have jobs available/meet your interests and skills.**