

San José State University Writing Center
www.sjsu.edu/writingcenter

Before you publish the post, consider adding tags so that it is promoted to users in your field of interest. Specifically, it is important to include the hashtag #opentowork and hashtags related to your industry, e.g., #publishing or #editorial. Once the post receives traction on the job website, it is important to remain responsive to any comments or messages you receive so that your interest in open positions is clear.

Draft a practice post informing recruiters that you are open to work. Consider the tips listed above and the steps included in this activity to write a brief “Open to Work” post.

1. **Envision your dream position:** Consider your current degree program and your interests. Find a career path that relates to your experience and draft your post with this field in mind.
2. **Complete the pre-writing process:** Research current job postings in your field of interest and note the common skills and responsibilities required of a person working in the field. Compare these qualifications to your resume and experiences, and draft your post with these commonalities in mind.
3. **Write the post:** Use the qualifications you listed in step two as keywords to include in your practice “Open to Work” post. Describe your experience and interests as they relate to your chosen field and practice highlighting why you are a good fit for the role using signal phrases from relevant job postings.