

SEARCHING FOR INTERNSHIPS/JOBS

QUICK REFERENCE GUIDE

GENERAL TIPS

- DIVERSIFY YOUR SEARCH PROCESS. DON'T RELY ON ONE TOOL, WEBSITE, METHOD, OR JOB BOARD ALONE.
- SCHEDULE A REGULAR TIME TO SEARCH FOR POSITIONS. A ONCE-AND-DONE STRATEGY WILL LIKELY MEAN YOU WILL MISS SOME.
- KEEP A DATABASE OF POSITIONS YOU'VE APPLIED TO AND THOSE YOU ARE INTERESTED IN! FOLLOWING UP IS IMPORTANT.
- REMEMBER THAT SOME COMPANIES MAY WELCOME AN INTERN OR NEW HIRE, BUT MAY NOT HAVE AN OPENING. SEND A RESUME!
- NETWORKING CAN BE A LIFELINE IN ANY SEARCH PROCESS. THINK ABOUT WHO YOU KNOW AND WHO CAN CONNECT YOU TO WHO.

ON- CAMPUS RESOURCES

- HANDSHAKE: ON-CAMPUS JOB BOARD THAT COMPANIES CAN POST TO. FIND THIS ON THE CAREER SERVICES WEBSITE.
- CAREERSHIFT: THIS TOOL ALLOWS YOU TO FIND JOBS AND CONTACT INFO. FIND THIS ON THE CAREER SERVICES WEBSITE.
- CAREER FAIRS AND ON-CAMPUS RECRUITING HAPPEN EVERY SEMESTER. KEEP TRACK OF WHEN THESE EVENTS TAKE PLACE.
- DEPARTMENT STAFF MEMBERS, YOUR ADVISOR, AND COACHES MAY ALL HAVE POTENTIAL CONTACTS THAT COULD ASSIST.
- TAKE ADVANTAGE OF NETWORKING WITH THE MANY ON-CAMPUS AND IN-CLASS ALUMNI SPEAKERS. THEY ARE HERE TO HELP YOU.

OUTSIDE RESOURCES

- LINKEDIN: THIS IS A WIDELY USED TOOL FOR RECRUITING AND CONNECTING. SOME POSITIONS CAN BE APPLIED FOR ON THE SITE.
- ONLINE-JOB BOARDS (INDEED, MONSTER, ZIPRECRUITER): THESE CAN BE OVERWHELMING AT TIMES. USE CAUTIOUSLY.
- GLASSDOOR: THIS TOOL ALLOWS YOU TO VIEW COMPANY REVIEWS, POSITION TITLES, AND SALARY INFORMATION.
- STATE & LOCAL JOB BOARDS: SOME STATES AND MAJOR CITIES MAY HAVE JOB SEARCH TOOLS THAT ARE PROVIDED TO YOU FREE OF CHARGE.
- INDUSTRY TRADE ASSOCIATIONS: SOME HAVE JOB SITES FOR THEIR INDUSTRY. (EX. AMERICAN MARKETING ASSOCIATION)

OTHER NOTES

- **RESUME/CL:** YOU SHOULD HAVE YOUR RESUME AND COVER LETTER REVIEWED BY AN EXPERT OR CREDIBLE PROFESSIONAL BEFORE APPLYING.
- **CREATE A "SEARCH PLAN"** THAT IDENTIFIES TYPES OF POSITIONS, GEOGRAPHICAL LOCATIONS, AND TYPES OF ORGANIZATIONS THAT YOU WOULD WANT TO WORK FOR. THIS WILL HELP YOU SAVE TIME WHEN SEARCHING THE VARIOUS TOOLS.
- **INDUSTRY RECRUITING CYCLES:** YOU WANT TO MAKE SURE YOU FOLLOW THE TIMELINE AN INDUSTRY MIGHT BE WORKING ON. THIS IS ESPECIALLY TRUE FOR STUDENTS IN FIELDS LIKE ACCOUNTING.
- **GO DIRECT:** SOME POSITIONS ARE ONLY ON THE COMPANY WEBSITE. DON'T JUST RELY ON JOB BOARDS.

