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Internship & Job Search Strategies

Quick Guide

There are many effective ways to find a new position. This quick guide outlines the basic components and recommended steps for a successful internship or job search in which the seeker is *actively engaged in the process*. For a more comprehensive guide with step-by-step resources, check out our [Internship & Job Search Action Plan](#) [handout](#).

Staff members in the Career Center are available to support you through every step of the process listed in the guide: from helping you develop your personal search plan, to connecting with alumni on LinkedIn, to preparing for an interview! Visit during Daily Drop In hours or schedule an appointment for a more in-depth conversation.

Create Time For Your Search

While you have competing demands on your schedule, an internship or job search requires dedicated time and effort. Consider the following questions to help guide your search: What skills do I want to develop? What industries or job functions would I like to explore? When developing your *job search plan*, consider the following questions: What job do I want? Where do I want to live? What types of organizations are best for me? What's my specific search strategy? Answering these questions will help guide your search towards meaningful, professional experiences that match your skills, interests and values. Develop a plan of how much time you will commit to your job search per week. Create a

Gain Experience

What are you doing now to build your resume? Are you interning, volunteering or actively involved in the community or on-campus? The majority of employers are looking for candidates with applied experience. Many

employers, also recruit interns as potential full-time hires. Positioning yourself within professional associations or organizations of interest can enhance your chances of getting the role you are seeking, because you will make a wide variety of contacts and connections.

Make Connections