

Job and Internship Search: Are You Ready?



Know Yourself

- ☐ Identify your skills, interests, values and career goals.
- ☐ Connect your education and experience to your career interests.
- ☐ Meet with a Career Success Coach to explore options and next steps.

Build Your Professional Presence

- ☐ Practice professional communication, behavior and appearance.
- ☐ Google yourself and remove anything unprofessional.
- ☐ Join Handshake, complete your profile, upload your resume and set your preferences.
- ☐ Create a LinkedIn profile and connect with professionals in your field.

Find Opportunities

- ☐ Search Handshake and other job boards for jobs and internships.
- ☐ Identify professional associations and other resources in your field.
- ☐ Research and list employers that match your interests and skills.

Network

- ☐ Conduct informational interviews with professionals in your field.
- ☐ Join professional and student organizations and attend career events.
- ☐ Track your contacts and follow up regularly.

Plan Your Search

- ☐ Set job search goals and dedicate time each week to searching, applying and networking.
- ☐ Track your applications, contacts and follow-ups.

Prepare Your Resume and Cover Letters

- ☐ Tailor your resume to each opportunity and highlight accomplishments and transferable skills.
- ☐ Write personalized cover letters and emails when appropriate.
- ☐ Proofread everything carefully.
- ☐ Have your resume reviewed by Career Services.

Prepare for Interviews

- ☐ Practice common and behavior-based interview questions and your elevator pitch.
- ☐ Research the organization, prepare questions and choose appropriate attire.
- ☐ Complete a mock interview with Career Services.
- ☐ Research typical salaries for your field and experience level.

Prepare Your References

- ☐ Identify three to five professional references and ask for their permission.
- ☐ Bring a reference list to interviews, but don't include it on your resume.



Career
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