



Career and Professional
Development Center

**We're here to
support and
assist you!**

Job and Internship Search Tips

- **Organizations are still hiring for jobs and internships...** (only about 18% are rescinding internship offers)
- **More than half of all recruiters indicate they're using social media in some way relative to branding and recruitment.**
- **Nearly 90% of employers are conducting interviews virtually.**
- **Organizations are now thinking more about Work Platforms vs. Workplaces**
- **Prior to pandemic, 50% of worldwide workforce was virtual to some degree**

Let us know...

- How we can best support you
- What questions you have
- What your concerns are
- Where you need assistance

We're here for you!

Skills you most need to possess and demonstrate

Adaptability

Communication

Teamwork/Collaboration

Initiative & Work Ethic

Data Analysis

Technology/Computer

Leadership & Professionalism

Critical Thinking & Problem Solving

Simply FYI



The most negatively affected industries currently are:

- Hospitality
- Food & Beverage
- Arts & Entertainment

Top industries reaching out:

- Internet & Software
- K-12 Education
- Healthcare
- Investment/Portfolio Management
- Management Consulting

Top majors receiving outreach:

- Business
- Psychology
- Biology
- Computer Science
- Finance

(Handshake, 2020)

Job & Internship Search

Action Step#1

Know yourself and what you want



- Take a career & personality assessment
- Meditate and journal about what makes you career ready and unique, what knowledge, skills, experiences, abilities/aptitudes, and talents (KSEATs) you bring to the table and people will pay you for
- Answer these questions: What do you want your professional life to look like? What lifestyle are you seeking?
- Draft and practice an elevator speech
- What industries, companies, positions most interest you? Create your target list...
- Who do you know that may be able to offer you advice, insight, direction? Leverage your network and add to your network (more on this later)
- Differentiate yourself from others by adding to your KSEATs (more on this later)

Job & Internship Search

Action Step#2

Prepare your job search materials

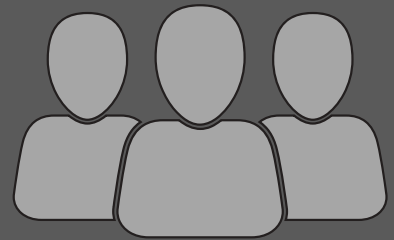


- Draft or update your resume
- Create or update your LinkedIn profile
- Draft your cover letter and tweak/customize it for each application
- Have your resume and cover letter reviewed by your university Career Center and others with appropriate professional insight and writing skills
- Set up your search log in a spreadsheet format, so you can track your applications and progress
- Develop a business card that you can use at networking events and at other times when you meet people
- Develop an email account you use specifically for your job search

Job & Internship Search

Action Step#3

Leverage your network



- Network online using various platforms, including LinkedIn
- Brainstorm a list of contacts beginning with friends; family; neighbors; former/current employers, advisors, professors, coworkers, coaches
- Reach out to contacts and do a basic check-in note, letting them know how you're doing and where you're headed (e.g., graduating, searching for job/internship,...) and asking for an update on them with an offer to help them in any way you can
- Search for alumni from your university and professionals in your field/companies of interest on LinkedIn and request their connection with a customized note
- Attend virtual and face-to-face networking events and career fairs/events when opportunities arise

Job & Internship Search

Action Step#4

Apply for jobs or internships

SEND RESUME



- Use your university Career Center resources
- Refer to your target list of positions and employers
- Use the list of suggested search platforms (listed later)
- Complete applications for jobs/internships of interest
- Ensure applications are complete and you follow instructions
- Don't apply for every job/internship available; be strategic, so you can submit best possible applications
- Try to find contacts at the organizations where you're applying and let them know you've applied to a specific position, in case they have any influence in this area or can assist you in some way
- Be sure to follow up immediately after the application period closes or within two weeks after you submit your application to confirm your application has been received and is complete, to reaffirm your interest in the position, to see if any additional information is needed, and to learn what the hiring timeline is

Job & Internship Search

Action Step#5

Differentiate yourself

Decide what you want your brand to be and determine if it's in place by asking others for three words that come to mind when they think of you/hear your name.

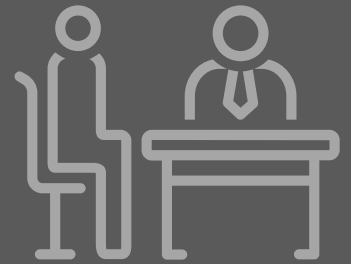
- Showcase your achievements that demonstrate where you've made a positive difference for an organization
- Gain additional KSAEs by
 - Interning, volunteering, or accepting a temporary position
 - Reskill, upskill, increase knowledge
 - pursue a certificate or licensure
 - pursue a minor or an advanced degree
 - read and research in your field
 - listen to podcasts
 - Use Khan Academy SkillCrush (other free reputable learning platforms)
 - Subscribe to newsletters (e.g., Smarbrief, The Muse)
- Engage in hobbies (especially if career relevant/service oriented)
- Use various media to establish your professional brand
- Look for opportunities to bring value to others/organizations

Job & Internship Search

Action Step#6

Prepare for interviews

- Ensure your virtual interviewing skills are up to par



- Participate in a mock interview and/or schedule a career coaching appointment to discuss interviewing strategies
- Choose appropriate business attire
- Practice answering interview questions
- Research the organization/company prior to interview
- Research the industry prior to interview
- Develop questions to ask during the interview
- Follow up after the interview with a thank you note (via email within 24 hours and handwritten note via mail within a few days)
- In thank you, reaffirm your interest in the position, mention something from the interview that seemed significant, and share something relevant you wanted to mention during interview, but perhaps forgot or weren't able to mention at the time
- Ensure your voicemail message and your email signature block are appropriate and professional

Job & Internship Search

Action Step#7

Negotiate the job offer



- Understand and practice salary and benefits negotiation
- Give thorough consideration to all aspects of a job offer, not just salary
- Use resources (more on this later) and networking conversations to determine reasonable average anticipated salaries for positions; consider geographic locations in this equation
- Be prepared with questions you may want to ask before accepting an offer
- If you accept a job/internship offer, it's important that you not renege to accept another offer later
- If you accept a job/internship offer, it's good form to withdraw your application from any other organizations/companies
- Don't quit a current job until you have the new offer in writing
- When you accept an offer, be sure to have a list of questions to ensure you're ready for the first days on the job

Things You CAN Do

- Reach out to your university Career Center for assistance
- Practice gratitude
- Be patient
- Be determined
- Be appropriately bold
- Be genuine
- Be gracious and empathetic
- Remain resilient
- Develop a search strategy
- Maintain a search log

IN GENERAL

Things You CAN Do

- Prepare for virtual interviews
- Prepare for remote work situations
- Establish reliable, professional references for your application
- Stay positive
- Keep searching until you find what you're seeking, including if you have a job offer put on hold

IN GENERAL

Job & Internship Search Platforms

- Handshake
- Company/organization websites
- LinkedIn
- Indeed
- Parker Dewey
- CareerBuilder
- Glassdoor
- CareerSideKick
- SimplyHired
- LinkUp
- Snagajob
- WorkPlaceLess
- Facebook Job Search
- Dice (tech jobs)
- ZipRecruiter
- ImaginePittsburgh
- Monster
- The Muse



Job & Internship Search Resources

- University Career Center
- PayScale.com
- Glassdoor.com
- Salary.com
- US Bureau of Labor Statistics
- CareerLink
- Research employers of interest

Companies helping to get people (back) to work:

- People + Work by Accenture
- Ph. Creative
- LinkedIn
- Learning & Development Cares

Career and Professional Development Center

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