

Office of Career Advising and Development

Internship and Job Search Guide



Self-Assessment: Clarify Your Goals and Interests

- Know yourself – assess your skills, interests and values. Talk to friends, family, and campus community members to figure out your interests and how to utilize them. Consider taking a career assessment with Career Advising and Development.
- Identify your goals post-graduation. What will best motivate and inspire you in a career? Try to connect your interests, skills and what you value most with a career goal.




Research

- Use Handshake and other internship and job search resources (i.e., LinkedIn, Indeed, etc.) to find job postings. Note the experience employers are looking for so you can tailor your resume to the position you want.
- Attend career fairs, company tours, and on campus information sessions to make connections and get a stronger idea of the world of work.
- Establish geographic areas of interest – where you want to work can help narrow your search.
- Find companies/organizations doing work that aligns with your goals. Develop a stronger understanding of what the companies/organizations are doing to give you a firmer connection to possibilities and a stronger voice in interviews.
- Create a spreadsheet (or some type of organizational tool) to track your communication with companies and progress toward your goal. (SEE EXAMPLE SHEET.)

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 **Handshake** lemoyne.joinhandshake.com

Internship and Job Search Guide

Networking and Social Media

- Start making connections early to begin building your professional network.
- Create a [LinkedIn](#) profile – complete it in full (keeping it highly professional and using an appropriate head shot) and update as necessary. Many jobs are posted on this platform before they are posted on company websites, so it's important to make yourself available in this forum.
- Clean up your social media accounts – potential employers will search for you on there, so make sure your accounts have postings you would want them to see. When in doubt, throw it out.
- Contact alumni working in the field you wish to pursue.
- Practice your [30-second elevator pitch](#) to introduce yourself and make your career goals known.
- Request [informational interviews](#) with professions in your field of interest.
- See the [Networking Guide](#) from Career Advising.

Professional Documents (Resume and Cover Letter)

- See the [Resume and Cover Letter Guide](#) from the Career Advising website for more detailed advice on building your resume and drafting cover letters.
- Use your research to tailor your resume to the job you are seeking.
- Have both your resume and your cover letter critiqued multiple times, including by staff in the Office of Career Advising and Development.

Search

Participate in on and off campus recruiting opportunities:

- ▶ Career Fairs
- ▶ Employer presentations/panel discussions
- ▶ Internship and job search-related workshops
- Use your connections gained from networking to find job opportunities in your field.
- Look for opportunities on [Handshake](#), [LinkedIn](#), [Indeed](#), [idealist.org](#), [simplyhired.com](#), [usajobs.gov](#), and more.

Internship and Job Search Guide

Apply

- Start applying to relevant employers. Remember, don't solely rely on applying online. Make an effort to reach out to people in the industry so they can connect with a person and be able to choose from the many resumes they receive. Resumes are great, but person-to-person connections are more effective at getting you in the door.
- For small or mid-size businesses, send an inquiry letter to a company, even if they don't have any openings at the moment, to put yourself on their radar.
- Apply to postings which you've found during your search.
- Follow up with employers after you have submitted the application to remind them of who you are and to draw attention to your application and get an interview.

Interviews

- Practice your interview skills by setting up a mock interview with the office of Career Advising and Development.
- Gain an understanding of both traditional job interviews and networking informational interviews.
- See the [Interview Guide](#) from the Career Advising website for more detailed advice on interviews, and the [Networking Guide](#) for informational interviews.

Keep a Healthy Perspective

- Remember your classes, activities, and other things in your life are just as important as your internship and job search.
- Do not be discouraged by setbacks. There are opportunities for you out there.
- **You will find your way.**