

Internship and Job Search Guide



REPP and Finding an Internship or Job:

Throughout your search for an internship or a job, remember to take time to reflect on what you have learned about yourself and your personal and professional goals. Explore possibilities using the tools available to you. Prepare by creating a strong resume and, if necessary, a cover letter. Pursue your goals by finding opportunities that feel engaging.



REFLECT: Clarify Your Goals and Interests

- ➡ Know yourself. Think about your skills, interests and values. Talk to friends, family and campus community members to figure out your interests and how to utilize them. Complete a [PathwayU](#) assessment and talk to Career Advising about the results.
- ➡ Use AI to ask what people with your major end up doing in the professional arena. You may generate ideas you hadn't previously considered. They will be less targeted to you than what PathwayU suggests, but you might find something that interests you.
- ➡ Strategize. Think about your goals post-graduation. What will best motivate and engage you in a career? Connect your interests, skills and values with a career goal.
- ➡ Create a spreadsheet to collect your findings.



EXPLORE

- ➡ Use [Handshake](#) and other internship and job search resources (i.e., LinkedIn, Indeed, ZipRecruiter, Upwork and more) to find job postings. Note the language employers are using to describe the work you want to do so you can tailor your resume to the position you want by including industry language.
- ➡ Attend career fairs, company information sessions and webinars available on Handshake 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 interests and 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.

Internship and Job Search Guide



EXPLORE continued

- ➡ Create a spreadsheet (or some type of organizational tool) to track your outreach and progress toward your goal.

EXAMPLE SHEET

Name	Contact Info	Work	Location
1 Kenneth Edward Brandon	https://www.linkedin.com/in/kenneth-edward-brandonson-0b63e273a/	PA	UPK
2 Sujatha Khuri	https://www.linkedin.com/in/skhuri/	Studio Operations	NBC Universal Media
3 Rafael Tardones	https://www.linkedin.com/in/rafael-tardones-3ab1a55/	Senior Director of Sports Programming	ESPN Sports
4 Annella Pacefort	https://www.linkedin.com/in/annella-pacefort-2b735223c/	Media Coordinator	Verizon One
5 Michael Gladstuck	https://www.linkedin.com/in/michael-gladstuck/	Director of Content	HBDO
6 Cady Gramble	https://www.linkedin.com/in/cady-gramble-5b75865/	Chief Operating Officer	Luma Pictures
7 Kaleb Rorke	https://www.linkedin.com/in/kaleb-rorke/	Head of US Consumer Marketing	Spotify
8 Erika Doutan	https://www.linkedin.com/in/erikadoutan/	Showrunner's assistant	Sony
9 Iskander Bakhori	https://www.linkedin.com/in/iskhori/	Manager, Content Acquisition	Hulu
10 Wallace Alzababeh	https://www.linkedin.com/in/wallacealzababeh/	Director of Talent Acquisitions	ViacomCBS
11 Jean Michel	https://www.linkedin.com/in/jean-michel-648388/	Producer/Director	Warner Bros
12 Jemma Mulhally	https://www.linkedin.com/in/jemmalymulhally340cc2/	Content Operations Supervisor, Post Production	Equinox Media

- ➡ Explore Le Moyne alumni via LinkedIn, always using a note with your connect request.



PREPARE

- ➡ Start making connections early to begin building your professional network, while continually updating your spreadsheet. LinkedIn can help.
- ➡ Create a [LinkedIn](#) profile. Complete it in full (keeping it highly professional and using an appropriate headshot) and update as necessary. If you need help with building your profile, we have a [LinkedIn guide](#) for you. 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. Do the same with your Handshake profile. Employers are looking at both.
- ➡ 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.
- ➡ Practice your 30-second elevator pitch to introduce yourself and make your career goals known.
- ➡ Ask to meet with professionals in your field of interest to learn more about their work, their advice and how you can work toward success in that arena. This is called an informational interview.

Internship and Job Search Guide



PREPARE continued

- ➡ 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 and cover letter (if needed) to the job you are seeking.
- ➡ Have both your resume and your cover letter critiqued multiple times, including by the staff in the Office of Career Advising and Development.



PURSUE

Participate in on and off campus recruiting opportunities:

- ▶ Career Fairs
- ▶ Employer presentations/panel discussions
- ▶ Alumni and employer workshops and webinars
- Use your connections gained from networking to find opportunities in your field.
- Look for opportunities on [Handshake](#), [LinkedIn](#), [Indeed](#), [WayUp](#), [usajobs.gov](#) and more.
- ➡ 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 you and have motivation to select you from the many resumes they receive. Resumes are great, but person-to-person connections are more effective.
- ➡ For small or midsize 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.
- ➡ Once you have applied for a position, reach out to contacts within the organization, if you have any, to let them know your application has been submitted. They can then draw attention to your resume and potentially connect you with an interview.

Internship and Job Search Guide



Interview

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

Keep a Healthy Perspective

- Do not be discouraged by setbacks. There are opportunities out there for you.
- Learn what you can from the setbacks and understand this is what is going on right now, not forever.
- If you find yourself getting frustrated, it may be time to make an appointment with Career Advising using [Handshake](#) to gain perspective.

You will find your way.

Links Referenced in the Guide

Below are the Web addresses referenced in this guide in case the links aren't working. You can copy and paste the address to your browser.

- Page 1** Pathway U: <https://lemoyne.pathwayu.com>
Handshake: <https://lemoyne.joinhandshake.com>
- Page 2** LinkedIn: <https://www.linkedin.com>
- Page 3** Handshake: <https://lemoyne.joinhandshake.com>
LinkedIn: <https://www.linkedin.com>
Indeed: <https://www.indeed.com>
WayUp: <https://www.wayup.com>
USAjobs: <http://usajobs.gov>
Inquiry letter: <https://www.lemoyne.edu/wp-content/uploads/2025/01/EmailGuide.pdf>
- Page 4** Scheduling a Mock Interview: <http://lemoyne.joinhandshake.com/appointments>
Big Interview: <https://lemoyne.biginterview.com>
Interview Guide: https://www.lemoyne.edu/wp-content/uploads/2024/09/InterviewGuide2024_FINAL.pdf
Career Advising Website: <https://lemoyne.edu/careers>
Networking Guide: https://www.lemoyne.edu/wp-content/uploads/2024/09/NetworkingGuide24_FINAL.pdf
Handshake: <https://lemoyne.joinhandshake.com>