



INTERNSHIP & JOB SEARCH

The job search can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

Step 1: Know yourself

- I have identified my personal strengths, skills, interests and values.
- I have made a list of possible job titles/fields of interest.
- I can name two or three careers/jobs I plan to pursue.

Step 2: Know where you want to work

- I have researched organizations or companies that hire someone with my skills, interests and background.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- I have identified the top three geographic areas where I'd like to live and work.
- I have identified at least 10 potential employers for the type of work I'm seeking.
- I have a system for keeping track of my contacts, interviews and other job-search activities.

Step 3: Get ready for the search

- I have registered with ClemsonJobLink, CareerShift, etc...
- I have created a LinkedIn profile and examined my social networking profiles to ensure proper content.
- I have had my resume(s) and cover letter(s) reviewed by a staff member at the career center.
- I have had my resume(s) and cover letter(s) reviewed by a professional/mentor in my field.
- I have prepared a portfolio or work samples to highlight my experience, skills and talent. (if appropriate)
- I have developed my "30-second speech" for short encounters with employers.
- I have identified three individuals who will serve as references.
- I have prepared a reference sheet that is available if an employer wants it.
- I have developed my interview skills.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have an interview suit that is appropriate for the field in which I plan to work.
- I have a professional-sounding answering machine/voice mail message in case an employer calls.
- I have a neutral/professional e-mail address to give to employers.
- I have developed a list of potential networking contacts and keep in touch with them.
- I have conducted informational interviews with professionals, mentors, or contacts in my field to learn about their positions, experience in the field, and their internship/job search process.

Step 4: Start searching

- I have uploaded my resume(s) to ClemsonJobLink or other appropriate websites for my field.
- I regularly check websites for career opportunities knowing new opportunities are posted each day.
- I read the appropriate job-search resources for my field(s) of interest.
- I follow up on every interesting job lead immediately knowing that just because a deadline is posted, doesn't mean a company has to keep the position posted until that date.
- I keep a copy of my resume next to my phone in case I receive a call from an employer.
- I keep important information about a company with me in case I receive a call from an employer.
- I track the timelines each company gives me to ensure I am not aggressive in following up about the status of my application.
- I send thank you letters or e-mails to every person who interviews me.
- I have written acceptance or declining letters to all job offers to maintain a good reputation in my field.