



Job & Internship Search Strategies

First, Prepare:

- Polish your resume:
 - (1) Resume handouts on [Handshake's Resources section](#) or the [Career Connections Center website](#).
 - (2) Career Lab drop-in hours (12-4 pm weekdays, 1st floor ASEC)
- Identify your job or internship focus: _____

PRO TIP: There are three main ways to find a job or internship (see below). Since many positions are filled through word of mouth, be sure to use a mix of online searching and networking.

(1) Find Posted Positions

Main idea: Find the right job boards for your field, industry, level of experience and/or geographic location.

- [Handshake](#)
- [ClarkCONNECT](#): Jobs posted by Clark alums
- [Indeed.com](#): Large, general job board that pulls from other general boards for a comprehensive listing
- [Idealist.org](#): Job board for nonprofits and other mission-driven organizations
- Industry-specific job board(s): _____
- Job board from related professional organization: _____
- "Careers" page from website of an organization you like: _____

(2) Get Interviews through Referrals (Networking)

Main idea: Let people in your network refer you to jobs you may not have heard about – or refer you right into an interview

- People you already know
 - Friends, family & friends of family members
 - Faculty & department admins
 - Fellow club members
 - Colleagues from work, volunteering or internships
 - Other: _____
- Meet alums who may be interested in helping
 - [ClarkCONNECT](#): search alum profiles; attend events
 - [LinkedIn](#): alum search widget
 - [Clark Alum Facebook Groups](#)
 - [Alumni chapter gatherings](#)
 - Other: _____

(3) Optional: Create Your Own Opportunity

Main Idea: Some organizations will create a customized internship for you if you show an interest. Approach them with a spirit of curiosity to explore possibilities.

Take these steps:

- Define your internship goals: What do you want to learn? What skills do you want to use or practice?
- Identify organizations where you might like to intern.
- Determine the best person to speak with at that org.
- Is there someone who can introduce you? (Colleague, friend, alum, faculty, etc.)
 - If so, ask them to arrange a meeting.
- If not, send an inquiry email describing your interests and asking for a short meeting/phone call to discuss possibilities. Attach resume.

Over for more...

Organize Your Search

Main Idea: Staying organized can help ensure that you are maximizing your time spent on a job or internship search.

- Save a “master” copy of your resume and cover letter to be used for future applications.
- Use a tracking spreadsheet to track contacts, employers that interest you, deadlines, application stages, etc.
- Save positions that you’ve applied to.

Sample Tracking Grid: Outreach to Your Network

Name of Contact	Contact Info	Date I spoke with them	Notes & suggestions	Thank you note sent?

Sample Tracking Grid: Tracking Employers of Interest

Organization Name	Website	Potential for internship	Date of outreach

Sample Tracking Grid: Tracking Applications to Posted Positions

Employer	Position title	Link to posting	Deadline	Application status	Interview date	Thank you note sent?