



# Job & Internship Search Strategies

## A Step-By-Step Guide

Broadly speaking, there are three main ways to find a job, internship, or volunteer position. Since many positions are filled through word of mouth, be sure to use a mix of the strategies described below.

Want support? [Make an appointment](#) with your career adviser—we're happy to help.

### Get Ready

(1) Identify your search goals.

<b>INDUSTRIES OR MISSION AREAS:</b>	<b>PREFERRED SKILLS, PROJECTS, OR JOB TITLES:</b>
<b>WORK ENVIRONMENT OR SETTING:</b>	<b>LOCATION(S):</b>

(2) Polish your materials and “personal brand.”

PROJECT	RESOURCES
Update your resume or CV	<input type="checkbox"/> <a href="#">Resume (or CV) templates</a> <input type="checkbox"/> Upload to <a href="#">Handshake</a> for a review; allow 1-3 days
Update your LinkedIn profile	<input type="checkbox"/> <a href="#">LinkedIn: Profile Checklist</a> <input type="checkbox"/> <a href="#">Writing a great LinkedIn summary</a> <input type="checkbox"/> Email the Career Lab at <a href="mailto:cservices@clarku.edu">cservices@clarku.edu</a> for a review
Curate your digital presence	<input type="checkbox"/> <a href="#">Article: 8 Ways to Clean Up Your Social Media</a> <input type="checkbox"/> Upload projects, papers, articles and photos to <a href="#">LinkedIn</a> <input type="checkbox"/> Optional: build a digital portfolio through <a href="#">Github</a> , <a href="#">Wix</a> , or another platform

### Strategy 1: Find Posted Positions and Apply

Not all job board post all jobs. Which are the best fit for you? Use several; explore keywords and set up notifications.

- [Explore major job boards here.](#)
- Identify industry-specific job board(s): Search lists on [this page](#), do a Google search, or ask faculty, staff, or alumni.
- Bookmark “Careers” pages from websites of organizations you have targeted.
- Customize cover letters: use [our templates](#) and upload to [Handshake](#) for a review.

<b>BEST JOB BOARDS FOR ME:</b>	<b>BEST SEARCH KEYWORDS:</b>

## Strategy 2: Ask Your Network for Advice and Leads

People in your network can refer you to unposted opportunities, niche job boards, other helpful professionals, or help get you an interview. Networking in this way should comprise about 50% of your search time.

(1) List people you already know who might have advice and leads.

FAMILY & FRIENDS:	STUDENTS, STAFF & FACULTY:	ALUMNI:	CO-WORKERS & SUPERVISORS:

(2) Find additional alumni who may be interested in helping. Search by industry, Clark major, job title, location, or organization name.

- [ClarkCONNECT profiles and events](#)
- [Clark Alum Facebook Groups](#)
- [LinkedIn](#) Clark alumni search page
- [Alumni chapter gatherings](#)

(3) Reach out and ask for [advice, leads and informational interviews](#). Get to know them; build long-term professional relationships. Track conversations on the last page or a spreadsheet.

(4) Rinse and repeat until you have an interview—or an offer.

(5) Stay in touch: Send thank you emails or notes every time someone helps. Update your network on your progress.

## Strategy 3 (Optional): Create Your Own Opportunity

Some organizations will create a customized internship, volunteer position, or summer job for you if you show initiative. Approach them with a spirit of curiosity to explore possibilities.

- First: Know your goals and the skills/value you have to offer, especially virtually right now. (Not sure? [Make an appointment with us](#).)
- Identify organizations where you might like to work or volunteer. Do some research to understand how you might be helpful to them. Then use your network to set up a conversation and explore.
- Consider a [self-designed LEEP project](#) or directed study with faculty you know well.
- Want to start a small business or freelance your skills? Do the first few projects for free to build a reference list.

## Build Good Job-Search Habits

Your search could take weeks or even months. Staying organized will ensure that you are making the best use of your time and staying on track.

- Adapt your resume and cover letter for each application; save each version.
- Use a tracking spreadsheet to track contacts, employers that interest you, deadlines, application stages, etc.
- Set weekly goals and schedule time each day to work on your search.
- Get feedback at every step—your materials, your search strategies, your interview skills, etc.
- Keep applying and networking until you have an offer.

Good luck!

Want support? [Make an appointment](#) with your career adviser.

## Sample Tracking Grid: Tracking Applications to Posted Positions

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

## 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 for Creating an Opportunity

Organization Name	Website	Internship Idea	Date of outreach