
Job & Internship Search Guide

KNOW YOURSELF

- Interests: What stimulates you? (Engages your mind, makes you look forward to going to work)
- Values: What is important to you? (Causes, issues or qualities that engage your spirit and heart)
- Skills: What are you able to do? (Talents, gifts, and abilities)
- Preferences: What can't you live without in a position? (Location, driving distance, culture, travel, advancement)
- Ask Yourself:
 - Why did I choose this field/industry?
 - What passions do I bring to my career?
 - What are my dreams/aspirations/career goals?
 - How can I best articulate my strengths/gifts?
 - What gives your life meaning and purpose?
 - What impact do you want to make on the world?

DEVELOP A TASK LIST & TIMELINE

- View your search as the job itself. Keep in mind that minimal effort will most likely achieve minimal results.
- Begin planning early. Create a list of tasks and set target dates for each. You are the best expert on your energy and work ethic, so be sure to keep your plan realistic.
- Set reasonable expectations in order to accomplish your goals.
- Commit your plan to paper, as you may be more likely to tackle your search if a plan is clearly organized and written down. This will also give you the satisfaction of checking off tasks as they are accomplished.

POLISH YOUR APPLICATION MATERIALS

- Create a resume and cover letter. Have both critiqued. See the [Resume and Cover Letter Guide](#) for advice/examples.
- Practice your interviewing skills. See the [Interviewing Guide](#) for helpful advice and frequently asked questions.
- Schedule a mock interview with a Career Counselor. Call (920) 403-3040 to schedule an appointment.

CONDUCT A COMPREHENSIVE JOB & INTERNSHIP SEARCH

- Respond to Position Openings
 - If you haven't already, complete your profile on Handshake, The Office of Career & Professional Development's online job and internship database, to begin searching for openings.
 - Browse The Office of Career & Professional Development [online job search links](#) and use those applicable to your search.
 - If interested in a specific location, visit the website of that area's Chamber of Commerce.
 - Search for professional associations related to your industry as they advertise openings.
 - Conduct an online search jobs in your location and industry of interest.
 - Location Example: Green Bay Jobs Industry Example: Healthcare Jobs
 - Utilize the "Classifieds" section in the Sunday paper.

- Develop a Targeted List of Employers
 - Do an online search to create a list of potential employers in your industry.
 - Use [Reference USA](#) to create a list of similar employers.
 - Conduct a search via Handshake based on your employment criteria. (Location, industry, company)
 - Check their Human Resources/Careers page often for new openings.
 - Send a letter of inquiry introducing yourself and sell your skills.
- Network
 - Create a LinkedIn account to easily network online.
 - Often times, professionals in the field are a great resource for the inside scoop on upcoming openings, therefore it pays to develop good working relationships with your faculty, internship supervisor(s) and other professionals you know.
 - Consider submitting a career-related question to alumni through [Career Compass](#)
 - Increase your network through people you know both formally and informally, such as parents/siblings, extended family, friends, professors, advisors, mentors, colleagues, supervisors, former employers, neighbors, contacts from professional organizations.
 - Get connected with young professional organizations to increase your network and hear about potential openings before they are posted.
 - Every time you network with someone, be sure to ask “Do you know two more people I could talk to regarding this topic?” as this is how your network will grow.
 - See our [Networking handout](#) for additional information.
- Attend Career and Internship Fairs
 - Career fairs provide candidates with an opportunity to meet employers from a variety of industries and receive first-hand information about the organization and available positions. Refer to the [Career & Internship Fair Prep Guide](#) for more information.
- Visit The Office of Career & Professional Development (Todd Wehr Hall, Rm 215) for assistance with any of the above activities.

FOLLOW-UP

- It is not enough to simply send or e-mail your application materials. It is essential that you conduct a follow-up after submitting your application. That can be as simple as calling the employer you applied to, asking if they have received all of your application materials and asking about their timeline for the hiring process.
- The reason for conducting a follow-up is to set yourself apart from the other applicants and show initiative.

BE FLEXIBLE

- Periodically evaluate your job or internship search plan to make sure it is still working for you.
- You may need to make modifications along the way based on what is or is not working.
- Reward yourself along the way for all of your hard work!

STUDENT LOAN INFORMATION/DEFERMENT

- If you have student loans taken out to assist you in paying for your education, be sure to talk to someone in Financial Aid. You will want to know exactly how much you have taken out, when repayment begins, and your repayment plan options. This could be a factor in what you seek in a salary.
- [Postponing Repayment Options](#)

Job & Internship Search Checklist

Searching for a job or internship can feel overwhelming, so it is helpful to break it into manageable steps. The good news is you don't have to do every step in order. You can receive assistance for all of the steps below through the Career & Professional Development office.

Step 1: Know yourself

- Identify personal [strengths, skills, interests, and values](#).
- Make a list of possible position titles/fields of interest.
- Name two or three careers/ jobs/internships you plan to pursue.

Step 2: Know where you want to work

- Research organizations and companies that might hire someone with your skills, interests, and background.
- Research potential career fields: typical entry-level jobs, salaries, best geographic location for jobs, internships, etc.
- Identify the top three geographic areas where you would like to live and work.
- Identify 10 potential organizations for the type of opportunity you are seeking.

Step 3: Get ready for the search

- Have your resume and cover letter(s) reviewed by The Office of Career & Professional Development and also by a professional in the field.
- If applicable, [prepare a portfolio](#) or work samples to highlight your experience, skills and talent.
- Develop your "[Elevator Pitch](#)" for interviews and networking opportunities.
- Analyze your education and identify unique benefits to your liberal arts education.
- Identify three individuals who will serve as references.
- Prepare for interviews by practicing your responses to typical questions and doing a mock interview.
- Prepare interview attire that is appropriate for the field in which you plan to work.
- Create a professional-sounding answering machine/voice mail message in case an employer calls.
- Use a neutral/professional e-mail address to give employers.
- Create a LinkedIn account.

Step 4: Engage in the search

- Upload your resume(s) onto Handshake.
- Regularly check Handshake for career opportunities.
- Create a system for keeping track of your contacts, interviews, and other search activities.
- Follow up on every interesting position lead in a timely manner.
- Develop a list of potential networking contacts and keep in touch with them.
- Follow up each application with a phone call or e-mail to the employer.
- Send [thank you letters](#) or e-mails to every person who interviews and assists you in your search.