



SEARCH CHECKLIST

Jobs & Internships

The job or internship search can feel overwhelming. Research shows that it could take 3-6 months to find a job or an internship depending on your industry of choice, goals and qualifications. If you build a strong foundation, focus on volume and quality, and remain active with your advisor it may shorten this duration. Please use the checklist below as an initial guide to frame your search.

TAKE STOCK

Explore

- I have identified areas, job titles and/or organizations of interest. Meet with your Career Advisor if you are unsure where to start

ARE YOUR MATERIALS READY?

Resume

- I drafted a resume (see career guide)
- I completed an initial review with a Career Peer Assistant (E-mail resumes@g.rwu.edu)
- I completed a final review with a Career Advisor
- I uploaded my resume to Handshake

Cover Letter

- I drafted a cover letter (see career guide)
- I completed an initial review with a Career Peer Assistant (E-mail resumes@g.rwu.edu)
- I completed a final review with a Career Advisor

LinkedIn & Networking

- I created a LinkedIn profile
- I created a profile on The Roger Connection
- I completed a review with a Career Advisor
- I connected with colleagues, classmates and alumni
- I identified professors and alumni for informational interviews

Additional Materials

- I updated my Handshake Profile with my career interests, a photo, etc.
- I gathered relevant portfolio materials (if applicable)
- I identified references by asking supervisors, professors and/or co-workers (at least 3-4)
- I drafted a networking e-mail template/LinkedIn message or an opportunity inquiry

START THE SEARCH PROCESS

Improve Interview Skills

- I reviewed Big Interview resources including sample questions, practice videos, etc.
- I completed a mock interview with a Career Advisor

Conduct a Search

- I identified several search strategies for finding a job/internship and will implement them, i.e. targeted searching, applying to posted positions, or networking
- I created a weekly schedule and set aside days/times where I will conduct search activities
- I am maintaining a log of search activities, e.g. postings applied to, contacts-emailed, companies-contacted, or deadlines
- I am following up with my Career Advisor regularly to review efforts, gain additional feedback and insight, and monitor the search***



SEARCH STRATEGIES

Jobs & Internships

The search strategies outlined below are the most common and useful strategies to implement during a job or internship search. Using multiple strategies will increase your chances of securing an interview.

	Strategies	Getting Started	Tools/Resources	Tips
Networking	Tap into the hidden job market by gaining industry-specific information and employment leads through personal, academic, professional, and social contacts.	<p>Approach</p> <ul style="list-style-type: none"> • CCPD events & advising • Online research, e.g. LinkedIn, The Roger Connection • Faculty and advisors within major • Alumni/classmates, friends, neighbors, or relatives • Co-workers, employers, or internship supervisors <p>Develop an ongoing, give-and-take relationship with your connections.</p>	<ul style="list-style-type: none"> • Informational interviews • Employer Info sessions • Connect with professionals through social media <ul style="list-style-type: none"> ◦ TheRogerConnection.rwu.edu ◦ LinkedIn.com • Attend career fairs and connect with recruiters • Intern/volunteer with organizations to create connections 	Don't know anyone? Meet new people by joining clubs and associations; locate and join online social networking groups, and be open to meeting with others everyday. It is an ongoing process, so ask your Career Advisor for help with connections.
Targeted Search	Identify what type of organizations are of interest and contact (via mail, email, or in person) the organizations to share your interest and inquire about potential openings, regardless of an advertised position.	Identify targets based on your values (i.e., specific location, industry, existing contact, organizations ranked within an industry, or diverse workforce). Your Career Advisor or Faculty can provide additional insight.	<ul style="list-style-type: none"> • Handshake: Employer Database • Online/print directories <ul style="list-style-type: none"> ◦ Buzzfile.com • Chamber of Commerce • Newspaper 	Many positions are never advertised, so you must network or implement a targeted job search to locate them! This is a commonly used strategy and especially useful for small organizations.
Posted Positions	Search and locate advertised openings and follow the instructions to apply for positions.	Develop a list of keywords or job functions that are of interest. A thorough list will assist you in filtering through 1,000's of advertised positions. Establish search alerts, sign up for email alerts whenever possible.	<ul style="list-style-type: none"> • Handshake: Job Database • Aggregate job boards <ul style="list-style-type: none"> ◦ indeed.com ◦ Glassdoor for students ◦ simplyhired.com ◦ wayup.com ◦ internships.com ◦ collegerecruiter.com ◦ idealist.org ◦ search <blank> jobs in Google • Niche job boards • Employer's website • Professional associations 	Utilize aggregate job boards to search many websites at once. Niche job boards will yield field-specific opportunities: <ul style="list-style-type: none"> • Develop a list of keywords to use in the search • Set up automatic alerts for jobs/internships of interest
Social Media	Utilize any online socially based platform to connect with others, locate opportunities, research organizations, or create self-branding.	Decide on a social media avenue and thoroughly complete your profile. Post professional and academic achievements and connect with professors, co-workers, alumni, etc. Develop a plan for how often and for what purpose you will utilize social media.	<ul style="list-style-type: none"> • LinkedIn • Twitter • Facebook • Blogging Platforms (Wordpress, Tumblr) 	Remember that social media is primarily for networking and researching. To get a position you will have to take a connection offline, so utilize information gained online as a conversation facilitator.
On-Campus Recruiting	Employers recruit on campus by advertising openings in Handshake, attending campus fairs, and leading information sessions. Employers also conduct on-campus interviews for positions.	Visit Handshake and review upcoming campus events by clicking on the events tab.	<ul style="list-style-type: none"> • Handshake • Post your resume • RSVP for employer events • Apply for on-campus interviews • Search for positions matching your interests 	Consistently check Handshake and meet with your Career Advisor. RWU students/alumni may have a competitive edge with employers who post on Handshake.



Over 75% of jobs are never advertised.
-Quint Careers