JOB & INTERNSHIP SEARCH GUIDE

GW School of Engineering & Applied Science
W. SCOTT AMEY CAREER SERVICES CENTER

THE SEARCH PROCESS

The typical job search can take 2-6 months, so give yourself adequate time to move through the process. As you receive feedback and learn more, go back and make adjustments to your process.

Prepare → Gather Information → Connect → Apply

PREPARE

Take some time at the beginning of your search to clean up your professional image.

Update Your Information

- Create or update your resume. Use the SEAS Graduate Resume & Cover Letter Guide or the STEM Undergraduate Resume Guide to get started.
- Check your social media and remove any unflattering posts and information.
- Update your LinkedIn profile to reflect your latest accomplishments. Watch this short video for tips.

Clarify Your Interests

- Review your program career guide on the SEAS Career Services website to see the types of jobs GW students pursue.
- Write a brief description of the type of job you want. Include details such as location, tools and technology, and skills you want to use. These are keywords you can use to filter search results.

> ***My Job Search Keywords:***
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GATHER INFORMATION

Learn about the industry and job requirements so that you can apply to positions that are a good match for your knowledge, skills and interests.

- Find employers who hire candidates with your major on Buzzfile.
  http://www.buzzfile.com/Major/Employers-by-Major
- Use our list of professional organizations to learn about career paths and job openings in your desired industry.
- Watch interviews with hundreds of professionals to learn about their job on CandidCareer.
  www.candidcareer.com/GWU

CONNECT

Find people who may have helpful information to share about the job search process.

Recruiters & Alumni

- Attend information sessions and career fairs to meet directly with company representatives. See a full schedule of upcoming events in Handshake gwu.joinhandshake.com/events.
- Reach out to alumni to set up an informational interview on LinkedIn or GW Career Connect careerconnect.gwu.edu.

Personal Network

- Make a list of people you know that could assist with your job search. Consider classmates, friends, family members, alumni, faculty, and other professionals.
- Do NOT ask them for a job. Ask for information that can inform your search (e.g. hiring timelines, companies to target, essential skills, or contacts within a company).

People I Contact for Information:

APPLY

Be Strategic

- Use industry specific sites in addition to the well-known search engines. Choose your program page on careers.seas.gwu.edu for more job search sites:
  - gwu.joinhandshake.com/postings - for all GW students and alumni
  - www.engineerjobs.com - for all engineering majors
  - www.dice.com - for tech/computer science jobs
- Use the keywords you wrote down earlier to filter search results. Combine generic job titles with more specific terms to improve your search results.
  Example: engineer → software engineer → C++ software engineer

Stay Organized

- Set up search alerts to send results directly to your email inbox.
- Schedule time to work on your search. Plan for a total of 1-2 hours per week.
- Customize your documents for each application. Save documents with easy to identify titles:
  Example: Student Name_Company X Resume
- Create a spreadsheet to track deadlines and people you have contacted. Send a follow up email 1 week AFTER the deadline OR 2 weeks after submission if there is no deadline.

Company	*Job Title*	*Application Deadline*	*Follow Up*