

Job/Internship Search Guide

Starting Your Search	2
Networking	3
Utilizing LinkedIn	4
Conducting an Informational Interview	5
Job Search Plan	6
Preparing Your Professional Pitch	7
Attending Job/Internship Fairs & Info Sessions	8

Starting Your Search



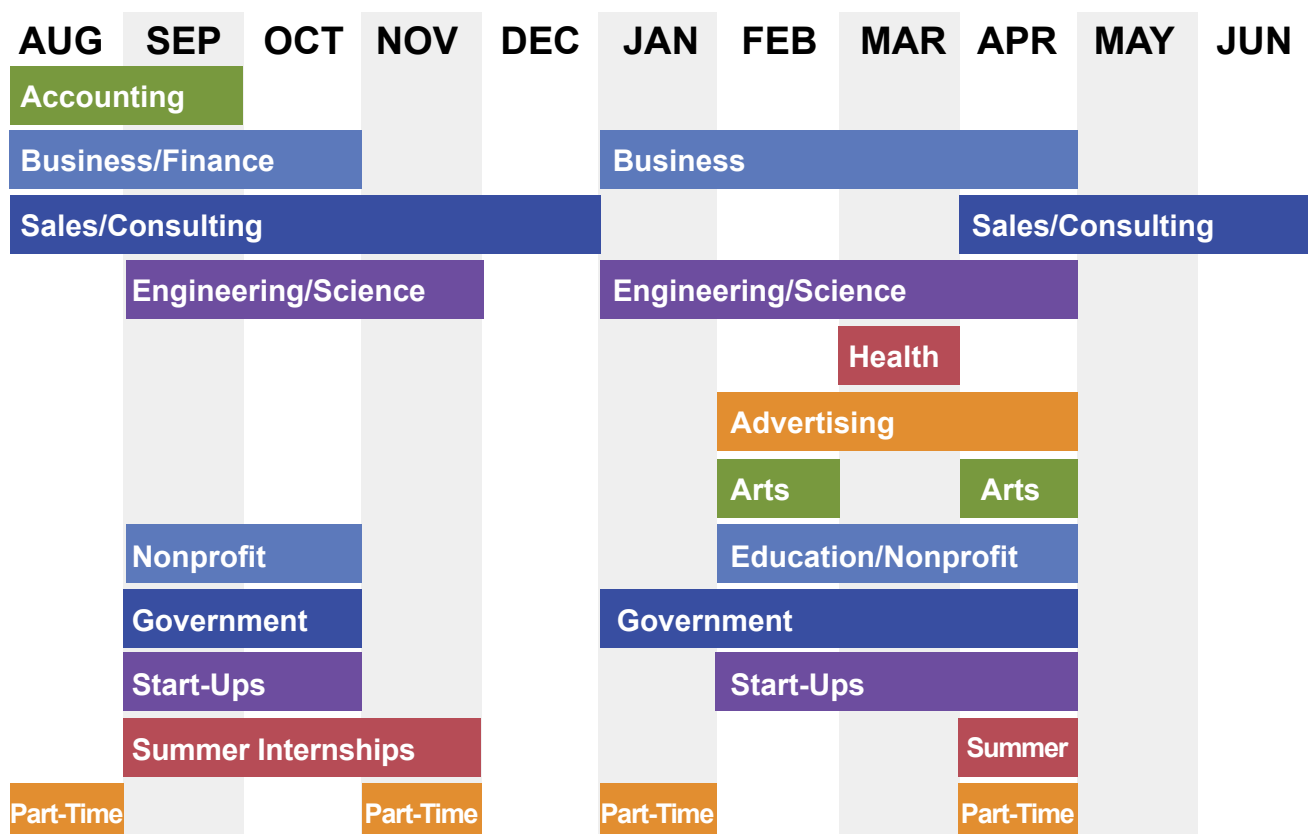
Start your search with SJSU Handshake (sjsu.joinhandshake.com), our database with thousands of on-campus, off-campus, internships, part-time, and full-time jobs. To filter opportunities:

1. Enter the City, State, or Zip Code of your desired work area.
2. Select Job Type (e.g. full-time job, internship, on-campus, etc.)
3. Select Filters to expand your options.
4. Narrow down your search by selecting an industry or job function.
5. Once you've created a search that populates opportunities of interest, select Create Search Alert on the right hand side to get notified of new opportunities.
6. Select the star symbol to save a job. To see your saved jobs, select My Favorite Jobs on the search page.

Once you've looked through SJSU Handshake, expand your search to other job/internship boards:

- [Indeed.com](https://www.indeed.com)
- [LinkedIn.com/jobs](https://www.linkedin.com/jobs)
- [Usajobs.gov](https://www.usajobs.gov)
- [Career Interest Area Specific Boards](#)
- [Nonprofit \(Idealist.org\) Opportunities](#)

Remember that it takes a college graduate an average of 6 months to find that first job ([The Balance, 2017](#)). The key is to start your job search early, as fall is peak hiring season for many companies. Use the guide below to get an idea of when to start your job search. However, keep in mind that new opportunities are posted everyday, so it's never a bad time to start!



[↑ Back to Top](#)

Networking

70% of jobs are found through networking ([Payscale, 2017](#)). This is due to a number of reasons:

- **80%** of jobs are never posted.
- **40%** of new hires are from referrals, despite them being only **7%** of all applicants.
- **75%** of resumes never make it to the hiring manager because they are screened out by applicant tracking systems.

(Infographic from [Jobvite, 2012](#))

Networking is all about developing relationships. While it can often be intimidating at first, think about networking as building genuine connections with others.

MYTH #1: Networking is for extroverts.

Introverts can be often be just as effective at networking as extroverts, but may use different strategies to achieve the same goals. For example, one way to network is to reach out to alumni through LinkedIn and set up an informational interview with a professional in your career field of interest.

MYTH #2: Networking should start when you are looking for a job/internship.

Networking takes time and requires follow up. Don't wait until you need a job/internship to start networking because this often appears disingenuous. Start building your network early on by showing a genuine interest in learning about your industry.

MYTH #3: The main goal of networking is to get me a referral for a job/internship.

Networking is a great way to gain industry knowledge, find mentors, and grow professionally. While getting a referral for a job/internship is certainly very helpful, it should not be your number one goal.

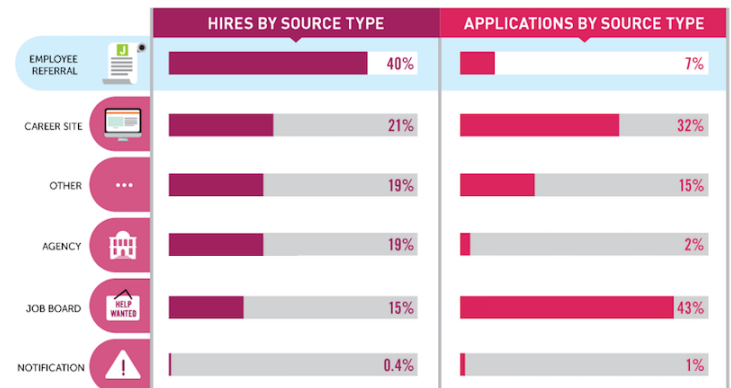
So get out there and start networking! Here are some ways to build your network:

- Join a student organization
- Join a professional organization
- Join industry-related groups on LinkedIn
- Attend job/internship fairs at SJSU
- Attend infoessions and tech talks at SJSU
- Attend industry events/conferences
- Attend a professor's office hours
- Created a LinkedIn account

TIP: Not sure how to reach out to someone you would like to connect with? [MangoConnects](#) is a free tool that helps you draft customized, professional networking emails.

WHY HIRE THROUGH REFERRALS?

New research by Jobvite takes a look at which sources gather the most applicants and, conversely, which of the Jobvite users actually get hired. Career sites and job boards still have the highest number of applications, but their conversion-to-hire rates fall far behind referrals.



Utilizing LinkedIn

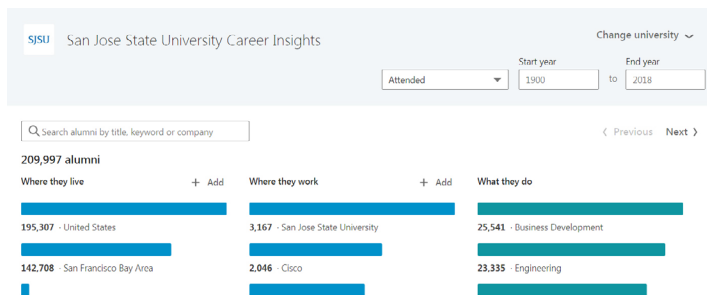
[LinkedIn.com](https://www.linkedin.com) is a great tool for online networking. Not only is it useful for connecting with people in the industry, LinkedIn also allows you to showcase your experience and skills. **80%** of recruiters use LinkedIn to evaluate candidates when hiring ([Jobvite, 2016](#)).



Making Connections

You probably know more people than you think. Start by adding your friends and family. Then, add your peers and colleagues.

To find alumni, search San Jose State University and select See alumni. From there, you can filter alumni by where they work, what they do, and what they studied.



To connect with an alum you do not know, request to add him/her and send a personalized message such as:

“Hi, my name is Sammy Spartan. I’m currently a junior at SJSU studying business, and noticed you were a recent alum of the program. I would love to connect with you as a fellow Spartan.”

Expand your network by joining professional organizations and groups. There may already be a LinkedIn group for your major. Finally, follow any target employers to stay updated on opportunities and relevant news.

Building Your Profile

Your LinkedIn profile is like an expanded resume - instead of being tailored to a specific opportunity, it is a portfolio of your experiences, skills, and work. Here are some tips for creating a great LinkedIn profile:

- **Claim your LinkedIn URL at [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)** by selecting Edit public profile & URL on the right hand side. Include this URL on your resume so employers can find you easily.
- **Include a professional headshot.** Don’t have one? Check out our Profile Photo Booth at the SJSU Career Center.
- **Create your brand by utilizing the headline and summary sections.** Highlight your key skills and what types of opportunities you are looking for.
- **Make it dynamic** by adding work samples, photos, personal websites, blog feeds, and/or relevant social media.
- **Use industry keywords.** If you aren’t sure what they are, look at other professionals’ profiles, especially at companies you want to work.
- **List transferable and technical skills.** These skills can be scanned by recruiters on LinkedIn.
- **Utilize the social aspect** by asking for recommendations and endorsements.
- **On the Career interests box, turn the option Let recruiters know you’re open on.**
- **Fill out 100% of your profile.** This increases your chances of being seen by a recruiter.

For more help, check out the [LinkedIn for Students](#) resource page.

Conducting an Informational Interview

An informational interview is an arranged meeting or phone call with someone who works in an industry or company you are interested in. It can help you gather specific information about a job, industry, or company. Remember that you are not asking for a job.

Setting Up an Informational Interview

Before you contact someone, establish your objective. What is it you hope to gain? Who do you want to interview and why? Once you have an idea of your goal, determine who you want to contact. You can find alumni or other industry professionals to connect with through:

Quick Connections on SJSU² Mentoring & Meetups

Quick Connections is a way to engage with alumni or other professionals for a one-time career conversation which also known as an informational interview. All alumni or other professionals on this platform have voluntarily signed up to mentor Spartans.

Here is how to access:

1. Go to <https://sjsu2.peoplegrove.com/>
2. Login using your SSO and complete your profile
3. Select the *Quick Connections* tab
4. Search for alumni/professionals by using the filters or search bar
5. Look at their profile and click on “Let’s Connect” and send a message (email) or request a meeting (online video chat, phone, or in-person)

Alumni Tool on LinkedIn

1. Go to <https://linkedin.com/alumni>
2. Login using your LinkedIn email and password
3. Select the *Alumni* tab on the left once on the San Jose State University landing page
4. Use the search bar and type in keywords such as job title, organization

When introducing yourself in the message that you send using Quick Connections on SJSU² or LinkedIn, clearly state your objective, for example:

“Hi, my name is Sammy Spartan. I’m currently a _____(class year) at SJSU studying _____(major/degree), and noticed on _____(Quick Connections on SJSU² or LinkedIn) that you were a recent alum of the program. I would love to meet you in-person or chat over the phone/online for a quick 20-30 minute conversation to ask you some questions about how you got to where you are. Hope to hear from you soon, and thank you for your time!”

Keep in mind that you are interacting in a professional capacity with someone who might be a future colleague or boss. See [The Muse](#) for tips on professional communication etiquette.

Preparing for an Informational Interview

Prepare questions ahead of time before meeting or calling the person. Below are some suggested questions:

- How did you get into your career?
- How did you get into this organization/industry?
- What is a typical day like?
- What do you like most about your job?
- What are the key skills that one needs to be successful in the field?
- What was the biggest challenge you had when transitioning from college to the world of work?
- Knowing what you know now, what advice would you give to students to prepare for the workforce?
- What professional organizations or resources would be helpful for me to know?

On the day of the meeting, dress professionally and be on time. Close the meeting by thanking them for their time. You may also ask a question such as, “Do you know of any current opportunities in the field?” to let the person know that you are currently looking for opportunities. This may lead to a referral; however, do not assume that the person will give you one. Be sure to follow up with a thank you note or email. If the alum/professional suggests tasks for you to work on or complete, keep them updated on your progress.

Job & Internship Search Pre-planning Guide

Use this grid to help you pre-plan your job and internship search strategy:

<i>Top 5 employers to target</i>	<i>My top 5 skills to highlight</i>	<i>At least 3 job search websites I can use</i>
<i>Key words and terms I can use in my search (e.g. skills, activities, job titles, majors, etc.):</i>		
<i>Digital items (e.g. certificates, awards, projects, etc.) I can upload to my websites (e.g. Portfolium, Handshake, LinkedIn, etc.):</i>		

Preparing Your Professional Pitch

Preparing a professional pitch, also referred to as an elevator pitch, helps you introduce yourself to an employer representative with confidence. You may meet employers at job fairs, info sessions, career education events, professional networking events, or student organization events. This 30 second introduction focuses on how your skills and experience bring value to the company. Here is an example:

“Hi, my name is Sammy Spartan. I’m very active on campus, whether it’s a football game or freshmen orientation. As a hospitality major at SJSU, I’ve honed my customer service skills and would love to use my passion to be a community manager at your company. Can you tell me more about what you are looking for in an ideal candidate?”

See more examples in this article: [How to Prepare Your Virtual Career Fair “Elevator Pitch”](#)

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Fill out this handout to start brainstorming key points to bring up in a conversation with an employer. Then write your professional pitch using some of these key points.

Major: _____

Interests: _____

Desired Position: _____

Experience:

Projects:

How Your Background and Future Goals Fit with the Organization’s Needs:

Professional Pitch:

Attending Job and Internship Fairs



Job and internship fairs are a great way to meet multiple employers. These are typically held in the fall and spring. Be sure to attend the “Making the Most of the Job Fair” workshop to make the most of the event.

Before the Fair

1. Log in to [SJSU Handshake](#) to find information on employers and specific opportunities. Periodically check for new employers and/or opportunities up until the day of the fair.
2. Select 5-10 target employers that you want to meet. Learn more about the employer by visiting the employer’s website.
3. Tailor your resume to specific opportunities/ companies you want to apply for. Prepare a general resume for any additional companies you might be interested in at the fair.
4. Prepare and practice your conversation starter, as well as questions to ask employers such as “What qualities are you looking for? What growth opportunities are available?”
5. Dress professionally in business attire. For more help, see the Interview Attire section on the [Interviewing Guide](#).
6. Pack your gear: a tidy folder, multiple copies of your resume, a calendar, and your student ID.

During the Fair

1. Use the floor map to locate your 5-10 target employers.
2. Approach non-target employers first to practice your conversation starter and calm your nerves.
3. When visiting employer booths:
 - At booths with long lines, have brief conversations (5 minutes).
 - Initiate a handshake with a smile.
 - Avoid questions on salary or benefits.
 - Offer your resume to the recruiter.
 - Ask about the application process and whom to contact for follow up. Do expect to apply online.
 - Request a business card or LinkedIn connection if the recruiter is willing to share.
 - Shake hands to close.

After the Fair

1. Send an email thanking the employer for his/her time and reiterating your interest in the role. Include another resume and other application requirements. For more help, see the Thank You Notes section on the [Interviewing Guide](#).
2. Follow the application process and continue checking job listings on SJSU Handshake.
3. After you accept an offer, stop interviewing. Instead, plan for success with your new employer.

Attending Info Sessions

Info Sessions are similar to job fairs but will only have one employer. They will typically start with an introduction from the employer representatives on the company and opportunities they are hiring for. Check [SJSU Handshake](#) for upcoming info sessions and prepare for an info session similar to the way you would prepare for a job fair. Be sure to check the event description to find what majors and class years the employer is looking for.