

JOB/INTERNSHIP SEARCH TASK LIST

Getting Started:

- ☐ Ask yourself “by when do I need to land an internship or job opportunity?” Identify a target date.
- ☐ Looking at your timeline, decide on the number of hours you can dedicate to your search each week. Consider creating an “office hours” type document that you can print out and post keeping you disciplined to conduct your search during these hours each week. Design the schedule that works best for you!
- ☐ Reserve time on your calendar for job/internship search activities.
- ☐ Equip yourself with relevant learning by accessing the videos on the Center for Career and Professional Development [YouTube channel](#).
- ☐ Start a list of target employers that you would like to pursue; **aim for about 20**.
- ☐ Dressed in professional attire, have a friend take a nice headshot photo (phone camera is fine).
 - Outdoor settings with a nature-type background is recommended.
- ☐ Update your resume. Schedule an appointment with a Mercer career consultant if you would like assistance.
- ☐ Begin customizing your resume so that you have one for each type of target job, micro-focused on that target.
- ☐ Draft a cover letter. Use the elements of a job posting to inform you about what points to make in your letter.
- ☐ Begin customizing a few different versions, one for each type of target job, micro-focused on that target job.
- ☐ Seek and secure 3 reference people. Ask permission and get preferred contact information. Stay in touch with your reference people throughout your search.

Handshake Strategies:

- ☐ Complete your Handshake Profile, [aim for 100%](#).
- ☐ Insert your skills into your profile.
- ☐ Upload your professional portrait into your Handshake profile.
- ☐ Upload your ready-for-employer-viewing resume into Handshake.
 - Upload several versions of your resume.
 - Mark only one resume “Visible” for employers to view.
- ☐ Download the free Handshake APP for your Apple or Android phone/device.
- ☐ Review your Handshake privacy settings – “community” setting is recommended.
- ☐ Review Handshake notifications and set to your preferences.
- ☐ Conduct a job/internship search under the “Jobs” tab.
 - Save the search and opt for daily or weekly notifications.
- ☐ Review at least 10 jobs that appeared in your search. Click the bookmark ribbon icon to “favorite” some.
- ☐ Using your target employer list, search for and “follow” at least 20 employers in Handshake.
- ☐ Check your Handshake inbox for messages from employers and other students often.
 - Be responsive to recruiters. Archive the messages as needed.
- ☐ Peruse the Events tab often and know what recruitment events are happening.
 - Sign up for Mercer career events.
 - Sign up for external virtual events hosted by employers across the nation. Many times the host will record the session and send the recording to registrants. Knowing this and gauging the type of event, register for the events that interest you even if you know you can’t attend synchronously. In addition

to the possibility of you gaining access to a recording, your name will appear in the registrant list and you will be a part of their on-going recruitment outreach strategy inside Handshake!

- Don't forget to MARK YOUR CALENDAR for the events that you know you would like to carve out time to attend!
- ❑ Check out and bookmark "[Handshake Help Center for Students/Alumni.](#)"
- ❑ Check out the Handshake YouTube channel for helpful videos.
- ❑ On the profile screen, use the "People" option in the left menu to find students/alumni from U.S. institutions (incl. Mercer) who have worked or interned at your target employers. Consider sending a professional networking message to them via the Handshake messaging option. In messaging others, you agree to:
 - Be professional and career focused.
 - Use appropriate and respectful language.
 - Understand that messages may be moderated by Handshake.
- ❑ Apply for many positions in Handshake!

Linkedin Strategies:

- ❑ Consider creating a Linkedin account if you don't already have one.
- ❑ Download the free Linkedin APP.
- ❑ Review your settings and privacy.
- ❑ Elect for settings that are conducive to networking and keeping you notified.
- ❑ Check out and bookmark the [Linkedin Help Center.](#)
- ❑ Complete your Linkedin profile, aim for 100%. Check out the [profile checklist.](#)
- ❑ Create custom URL address for your Linkedin profile. You can then use the custom URL on your resume!
- ❑ Upload your professional portrait into your LI profile.
- ❑ Search for your target employers in Linkedin and "follow" them.
- ❑ Check your Linkedin inbox for messages and respond.
- ❑ Conduct a search for "Mercer University" and filter to "People." Then, apply a filter using your target company name to find Mercer students and alumni who have worked or interned at that target company. Considering leveraging the Mercer connection by sending a professional networking message to that person, when appropriate.
- ❑ Conduct a search in Linkedin. Carefully review the qualifications since the spectrum of postings are across all career experience levels. Look for "early career" postings. Note: the phrase "entry-level" and "early career" generally refer to opportunities that require 0-3 years of experience in the target job and/or industry.
- ❑ Apply for positions that match your qualifications. It is especially important to examine the minimum qualifications of jobs posted on LI. Many of them are intended for mid-career audience rather than early career seekers. Screen them carefully. (In addition to LI, continue to use Handshake to apply for positions too. The postings in Handshake are almost always intended for an early career audience.)

Need Assistance?

Individual career consultation appointments are available with the Mercer Center for Career and Professional Development staff. Please go to your Handshake account under "Career Center" to schedule an appointment. Or, start by visiting: <https://career.mercer.edu/appointment/>