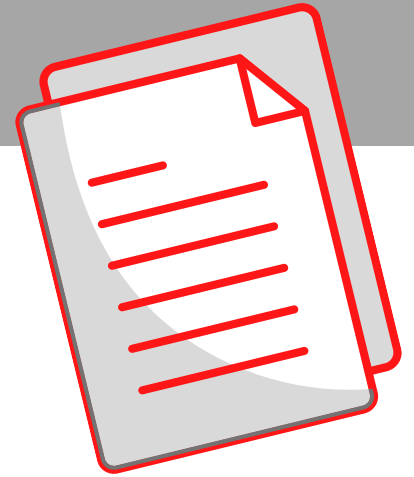




ORGANIZING YOUR INTERNSHIP AND JOB SEARCH

WACKERLE CENTER FOR CAREER, LEADERSHIP AND FELLOWSHIPS

Being organized is the key to a successful job or internship search. Here are some tips to help you get organized.



IT'S A PROCESS

Searching for opportunities, creating your materials, contacting references, submitting your applications is a time consuming process.

1. Do Your Research

Search the web for opportunities. Familiarize yourself with job and internship titles, common keywords, skills and requirements required for positions of interest.

2. Network!

Reach out to people and professionals who can give insight on career opportunities in your area(s) of interest.

3. Tailor Your Application Materials

Create and customize your application documents for each position. Highlight the mix of skills and experience that makes you, you, but are also relevant to the positions you are applying to.

4. Go For It! Apply!

Apply to any opportunities that appeal to you. Create yourself a spreadsheet to keep track of the multiple positions so you can stay organized.

JOB/INTERNSHIP SEARCH TIMELINE

Keeping your industry in mind, you will want to determine the right timeline for applying for jobs and internships. For example, accounting firms tend to hire their summer interns in the fall. Regardless of the industry it is best to begin your summer internship or job search when you have your snow boots on.

NOVEMBER

- Log onto Handshake and other job search sites like LinkedIn, Idealist, Glassdoor, etc.
- Begin researching employers by these three categories:
 - Geographic Area
 - Look for city specific job search engines online (the Chamber of Commerce is a great place to start)
 - Research the main organizations within the geographic area
 - Learn about the cost of living, including food costs, apartment costs and transportation costs
 - Industry
 - Look for a variety of organizations within the industry. Consider company size, prestige, and mission
 - Discover the typical entry points to work in the industry. Evaluate your skill set against the requirements for those positions.
 - Organization
 - Connect with people in the specific organization who make hiring decisions or who are at the entry level. How did they get where they are now?
 - Determine when the organization hires and what types of work they often list
 - Subscribe to the organization's human resources site, or if not available, check back regularly.
- Make an appointment with the Wackerle Center for help beginning the process.

DECEMBER

- Prepare resume(s) and cover letter(s)
 - Make an appointment with the Wackerle Center for help creating and polishing these documents
- Network
 - Begin talking to the people in your life about your plans, including family, friends, current and former colleagues and supervisors, and Monmouth College faculty and staff.
 - Join and follow professional organizations in your industry
 - Build your professional and social network on LinkedIn and attend any and all events on and off campus where alumni and employers are present. You never know who you will meet!
- Check organizational websites regularly
- Begin applying to jobs whose deadlines are approaching.

JANUARY / FEBRUARY

- Apply for positions, paying close attention to deadlines and requirements, and adjusting each resume/cover letter to match the position description.
- Schedule a mock interview with the Wackerle Center

MARCH / APRIL / MAY

- Follow up on sent applications or accept a position.