Job & Internship Search Tips

Finding a job is a full time job in itself. You need to understand market trends, recognize your talents and interests and NETWORK! Most jobs are attained via contacts and connections! Try these jobs search tips to increase your success.

- **Search job sites:** Look for job sites which target your academic field (eg: Business, IT, Education). Read their job descriptions and keep an Excel sheet with important details which you will be able to consider at a later point. Record the company name, location, job description, position title, level, salary, benefits, contact name, contact title, email, phone, web site, referral if someone referred you to the position.

- **Create profiles:** Job search websites will often have an option where you can enter profile information. This will allow potential employers to see your information and contact you if you look like a match for their position. Always keep a record of your log in details so you can modify your profile and make it visible or invisible.

- **Complete professional certifications:** If you have the opportunity, complete professional certifications common in your field. This will give you an edge when seeking employment.

- **Revise your application for each position:** Make sure your resume and cover letter highlight the key terms and qualifications asked for in the job description. Use the same terminology as the job descriptions but do not copy whole sentences word for word.

- **Use social media websites:** Network using social media websites like [www.linkedin.com](http://www.linkedin.com) to make contacts with people in your field and in organizations you are interested in working for.

- **Join a professional association:** Become member of at least one professional association that relates to your academic or professional background. Though there is often a membership fee, professional associations can help you make contacts in your specific field of interest.

- **Attend professional networking events:** Professional networking events are a good opportunity to meet professionals in the community and to identify potential employers close to home (e.g. your local Chambers of Commerce events).

- **Inform your friends and family:** Let your friends and family members know that you are looking for a job and ask if they have any contacts they may be able to share with you.

- **Document and keep in touch:** Always write down who you have spoken with and where you were (eg: a dinner, festival etc.) so you can follow up. You want them to remember you so they can refer you to their acquaintances.

- **Request an information interview:** Make appointments to speak with professionals in your field or who work for organizations you are interested in working for. Talk to them about the job market, their contacts and hiring practices.