



## JOB & INTERNSHIP SEARCH

Searching for a job or internship can often feel like an overwhelming task, especially if you are unsure where to begin. While the process is time-consuming, fear not! Following these steps will ensure the process is smooth and successful!

### PREPARE MATERIALS

Be sure to properly prepare your application materials in advance.

- Create a tailored resume or CV for each position/application (visit [aub.ie/eresumes](http://aub.ie/eresumes) to learn how)
- Write a personalized cover letter for each position/application
- Ask supervisors, colleagues, professors, etc. if they would provide a professional references (3-5 references needed)
- Keep your references updated on deadlines/requirements
- Set up a professional email & voicemail
- Have a clean online presence (not just set to private!)
- Consider creating an online portfolio

### RESEARCH EMPLOYERS

It is important to conduct prior research on a variety of employers to be sure that the company/organization to which you are applying is a good fit for you!

How to research:

- Explore organization websites
- Career Shift (A great resource to search for positions and find contact information for employers within the company/organization)
- Glassdoor
- Handshake
- LinkedIn (Explore Auburn alumni who may work for the company/organization)

Ask yourself:

- What is their mission statement?
- Does the company reflect my values?
- Is this a growing/profitable organization?
- Are there other locations?
- What is the public opinion?

### NETWORK WITH PROFESSIONALS

Networking is a great opportunity to build relationships with other professionals who share your areas of interest and doing so can potentially lead to an opportunity.

There are two networking strategies: Traditional & Online

#### Traditional

- Networking Events (Are there professional industry-specific organizations you can join to expand your network?)
- Career Fairs
- Speaking with family, friends, professors, or anyone! who can connect you with professionals within your interest areas
- Calling or email professionals
- Attending Conferences (Bring your business cards to exchange contact information.)
- Collecting business cards
- Volunteering

#### Online

- LinkedIn
- Facebook
- Twitter
- Instagram

Ensure your social media accounts are professional before adding professionals to your network.

Remember: Never ask for a job/internship! Instead, ask for advice and information while respecting their time. Don't forget to follow up with your professional contacts after meeting with them.

## UTILIZE DIVERSE SEARCH OPTIONS

It is important to use a variety of resources during your job/internship search. Utilize the University Career Center website and Handshake to access the following:

- Handshake ([handshake.auburn.edu](http://handshake.auburn.edu))
- CareerShift
- GoinGlobal
- USAJobs.gov
- City-specific sites
- Industry-specific sites
- Company websites

While searching, be wary of how your searching including the specific words or phrases used to describe your desired job/position title. Use resources such as O\*Net and the Occupational Outlook Handbook (linked on [career.auburn.edu](http://career.auburn.edu)) to explore alternate job titles and related careers to ensure a variety of possible search results.

## STAY ORGANIZED

Keep track of:

- Positions applied for
- Resume/CV/cover letter sent to each position
- Company research
- Contact information for anyone you have spoken to in the company
- Contact information of individual in charge of hiring
- Job requirements
- Interview information

Record dates of:

- When application was submitted
- Closing of job posting
- Follow-up contacts
- Thank-you notes sent

## FOLLOW-UP

- Contact the company/organization/ Human Resources department to ensure all applications materials have arrived
- Restate interest in company and position

Send thank-you notes after:

- Networking with professionals
- Meeting with employers at career fairs
- After interviews

## STAY POSITIVE

- Do not get discouraged!
- Be proactive-Invest time into your job/internship search
- Have a realistic timeline!
- Rely on your support system to encourage you during the search process

Remember, it is the quality of each application and interview, not the quantity of applications submitted, that will increase the likelihood of landing the job!