JOB/INTERNSHIP SEARCH

The job/internship search is a process that requires hard work, determination and a positive attitude. Take the time now to learn the skills needed to achieve your goals. It may be useful to think in terms of self-assessment, career exploration, and job search implementation as the key aspects of an effective process.

Self-Assessment

- Know yourself (i.e. education, interests, personal traits, values, and abilities)
- Articulate your skills and experiences
- Identify what type of job or internship you want and what you value in your work
- Uncover what motivates you by aligning interests with career goals
- Use Career Center staff and resources to help you gain personal insight
- Connect what you know about yourself and your career goals

Explore Career Options

- Select and research possible career fields identified through self-assessment
- Learn more about career fields through the Career Resource Room, informational interviewing and experiential opportunities
- Define your objective clearly to help you make a decision on your career path

Consider Your Options and Establish a Strategy

- Identify geographic regions, states, cities of interest
- Establish a realistic timeline and be ready to dedicate several hours per week towards your search
- Approximate the cost, both time and financial commitment, of conducting a search
- Prioritize tasks by developing a written job search plan including contact information, letters mailed, follow-up phone calls, helpful resources/sources of information and employer research
- Utilize Career Center Staff to discuss options and/or develop strategies

Develop Effective Job/Internship Search Tools

- Develop a targeted resume that addresses your objective
- Learn how to effectively write cover letters and thank you letters
- Gain an understanding of the informational interviewing process
- Gather academic and professional references who can speak positively on your abilities
- Create a portfolio exhibiting academic/life experiences reflecting skills associated with occupation(s) of interest (especially in fields such as education and graphic design)
- Utilize Career Center staff to critique your resume, cover letter, thank you letters
- Participate in a mock interview with the Career Center staff or employer

Implement Job/Internship Search Techniques

- Use multiple job search methods to increase your opportunities for success
- Login to eCareerCenter to gain access to job/internship opportunities and employer information
- Utilize the Career Advisory Network (C.A.N.)
- Attend career-related programming, events and job fairs
- Network and conduct informational interviews with individuals in your area of interest
- Participate in the Career Center's Recruiting Program, including Information Tables, Information Sessions, Resume Collections and On-Campus Interviews
- Utilize newspapers, professional trade journals, association journals, internet job search sites, postings on employer websites/in-house bulletin boards, employment agencies etc.
- Review and assess the job search strategies you are using

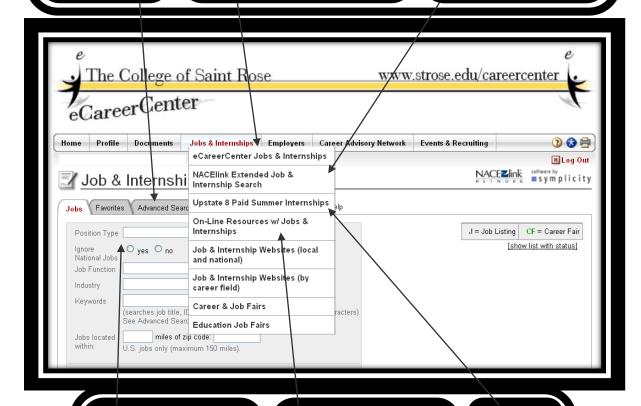
Applying for Job/Internship Positions

- Send a well-written targeted resume and cover letter
- Indicate within your letter that you will follow up with a phone call to check that your materials have been received and your expressed interest in arranging a time to further discuss your candidacy
- Be sure to follow-up with the phone call
- Research and identify appropriate salary compensation for the position prior to the interview
- Conduct a mock (practice) interview to fine-tune your skills
- Interview effectively
- Send a thank you letter upon completion of interview or conversation with employer

Job/Internship Search on eCareerCenter

Create agents to search for positions that meet your criteria and then be regularly e-mailed to you Job and internship opportunities which have been submitted directly to The College of Saint Rose Career Center, plus job and internship listings from the NACElink Network of more than 900 college career centers

NACElink Extended Job Search offers million of opportunities, aggregated from employer web sites and other job boards, including Google, Simply Hired, and Indeed.com



Search for listings based on position type: full-time, part-time, internship, volunteer and babysitting/caregiver Graduate Jobs Bulletin with 1,000s of nationwide entry level and early career jobs and InternshipUSA.com with over 3,000 organizations internship opportunities

Listings of paid summer internships throughout Upstate New York