

# Internship Search & Job Search Tips

- **Identify the type(s) of jobs you want to pursue.** It is easier to find a specific type of job than it is to find “any job”. At this point you also need to determine what you are looking for in terms of salary, benefits, schedule, work environment, and commute time. Keep in mind that you can look for more than one type of job at a time.
  - **Don’t limit yourself to the perfect job.** For many students, their first job after college is a good job, but not necessarily their dream job. Consider positions that will give you the skills and experience needed to start your career in the right direction.
  - **Determine your threshold dates.** These are the dates at which you expand your job search, either by geographic area or by the types of jobs you will consider.
  - **Get your résumé in order.** Have it reviewed/proofed. One of the top reasons résumés get placed in the “no pile”, is typographical errors. Don’t rely on spellcheck alone.
  - **Develop a job search strategy.** You should utilize a mix of approaches rather than relying on just one method. At minimum you should 1) identify the job boards that you think will yield the best results, 2) identify and contact your personal/professional network, 3) target specific employers by checking their websites for openings *on a weekly basis*, and 4) participate in job fairs, even if there are only one or two employers who interest you. Never pass up an opportunity to meet employers face-to-face.
- Make it a priority to register on Mount Union’s job database, Handshake <https://joinhandshake.com/students>. Any job that is called into the Career Development Office will be listed on this site. The advantage of using this site, is that most of the jobs are entry-level (0-3 years of experience). You may also upload a résumé and make use of the system’s networking functions. Use your Mount Union email to gain immediate access.
- If you are looking for a job outside of Ohio, inquire about reciprocity. We may be able to obtain career assistance for you from another college in the state in which you will be working/living.
- **Prepare for interviews.** Being a good communicator is not enough. Employers are expecting more than superficial responses to their questions. Minimal preparation includes: researching the employer thoroughly, previewing the route/drive-time/parking situation, and being able to explain/describe/justify everything on your résumé.
  - **Follow up with the employer after an interview** by sending a “thank you” card. Do this within a day or two of the interview. It is a professional courtesy and will set you apart from the competition.
  - **Keep track of all the positions that you have applied for**, so that you can periodically review your efforts. Often, the job search is a numbers game. Statistics vary dramatically by career field, but in some cases you may have to apply to as many as 100 jobs before being offered one that you find acceptable. *Do not be discouraged and do not compare yourself to others.* Everyone has different goals, job values, and circumstances. Every industry and career field has a different job market.
  - **Schedule an appointment with the Career Development Office.** Discuss your plans with a professional to make sure that you are on track and that you understand your job market. To schedule an appointment call The Center for Student Success at 330-823-8685 or email [fugettsb@mountunion.edu](mailto:fugettsb@mountunion.edu).