

Internship & Job Search Tips

- **Identify the type(s) of jobs or internships you want to pursue.** It is easier to find a specific type of job than it is to find just “any job”. You should also determine the situational factors you want (salary, benefits, schedule, work environment, and commute time). You can look for more than one type of job at a time.
- **Don’t limit yourself to just your dream job.** For many students, their internship or their first job after college is a good one, but not necessarily a perfect one. Be open to 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 opportunities you will consider.
- **Get your resume in order.** Have it reviewed/proofread. One of the top reasons resumes get placed in the “no pile”, is typographical errors. Don’t rely on spell check.
- **Develop a search strategy.** You should utilize a mix of approaches rather than relying on only one method. At minimum you should 1) identify the job boards that you think will yield the best results and *check them weekly*, 2) identify and contact your personal/professional network and let them know what you are looking for, 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 that interest you.
 - Make it a priority to register on Youngstown State University’s official job and internship database, Handshake <https://ysu.joinhandshake.com>. The advantage to using this site, is that most of the jobs are entry-level (0-3 years of experience). You may also upload a resume and make use of the system’s networking functions.
- **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, reviewing common interview questions, previewing the route/drive-time/parking situation, and practicing how to describe or explain everything on your resume.
- **Follow up with the employer after an interview.** Send an email, thanking the interviewer for their time and reiterating your interest in the position. It is a courtesy that will set you apart from the competition.
- **Keep track of all the positions for which you have applied.** Then periodically review your efforts. Often, the job search is a numbers game (10-100 applications). Statistics vary dramatically by career, but in some fields, it can take 6-12 months to land that first professional job. *Do not be discouraged and do not compare yourself to others.* Every career field and industry has its own unique job market.
- **Schedule an appointment with the Office of Career Exploration & Development.** 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 **330-941-3515**.