



Job and Internship Search

Find Additional
Resources at
bit.ly/niRTTC



123 Murray-Herrick Campus Center – Saint Paul, Minnesota • (651) 962-6761 • career@stthomas.edu • www.stthomas.edu/careerdevelopment

Know Yourself

Answer the following questions or use the resources before proceeding. Be able to describe your interests, skills, values, personality.

- List your top 5 transferable and technical skills.
- Describe how your interests are related to your chosen career path.
- Give examples of how your personality is a fit for the positions you are considering.
- State how your values are aligned with the positions/organizations of interest.
- Schedule an appointment with a career counselor to identify any of the above.
- Take one or more vocational tests to gain insight into any of the traits.
- Use on line testing (CHOICES) to gather personal or career information.

Know the Market

List job titles and companies of interest. _____.

- Be aware of entry level job titles and salary information.
- Research employers hiring in your career field.
- Meet with a Reference Librarian to hone your search.

Resume and Cover Letter

I will complete or update by _____.

Create a professional resume and cover letter.

- Attend a resume and letter writing seminar.
- Visit the Career Resource Center to view books with articles or examples.
- Stop by during Pop-in hours for a quick critique of your resume or letter.
- Schedule an appointment to meet with a Career Counselor for a final review.

Interviewing

To prepare I will use _____ of the following resources.

Learn and practice interviewing skills.

- Attend an Interviewing Skills seminar.
- Schedule a mock interview to role play and receive feedback.
- Practice at home using your own webcam.

Network

My goal is to make _____contacts each week/month. (New and Ongoing)

Identify and create a professional network.

- Brainstorm a list of contacts- family, friends, peers, faculty, alumni, past & present employer(s).
- Develop a LinkedIn profile that is 100% and join the ASK group.
- Search LinkedIn to find names of people and companies.
- Attend Employer Information Sessions offered through CDC.
- Participate in Professional Association meetings both on and off campus.
- Attend First Friday luncheons and/or Take A Tommy to Lunch through Alumni Office.

Job Search

Begin an effective internship or job search.

- Use websites or professional network to learn job titles and salary information.
- Create a list of companies of interest—use Reference Librarians for database searches.
- Attend the Job Search Strategies seminar.
- Schedule an appointment to meet with a Career Counselor to discuss a strategy.
- Find possible opportunities on job posting websites.
- Register to participate in the On-Campus Interviewing program- internships and full-time.
- Attend Job Fairs: Government (October), Private College (February), Non-Profit (April).

Use the Career Development Center's website for audio guides, webinars, Guidebooks and Tip Sheets.

Refer to the full list of seminars offered by the Career Center on a variety of topics.

Resources Mentioned

- Career Development Center: www.stthomas.edu/careerdevelopment
- University of St. Thomas Alumni Association: alumni.stthomas.edu
- Choices: www.stthomas.edu/careerdevelopment/choices
- Seminars and Events: www.stthomas.edu/careerdevelopment/events
- LibGuide Resources: libguides.stthomas.edu/careerdevelopment

The more active a search is, the more successful it will be

Want ads/web sites → Campus Interviews/Job-Career Fairs → Cold Calling/Networking
(less active/more passive → → → → → → → → → → more active/less passive)

Jobs and Internships

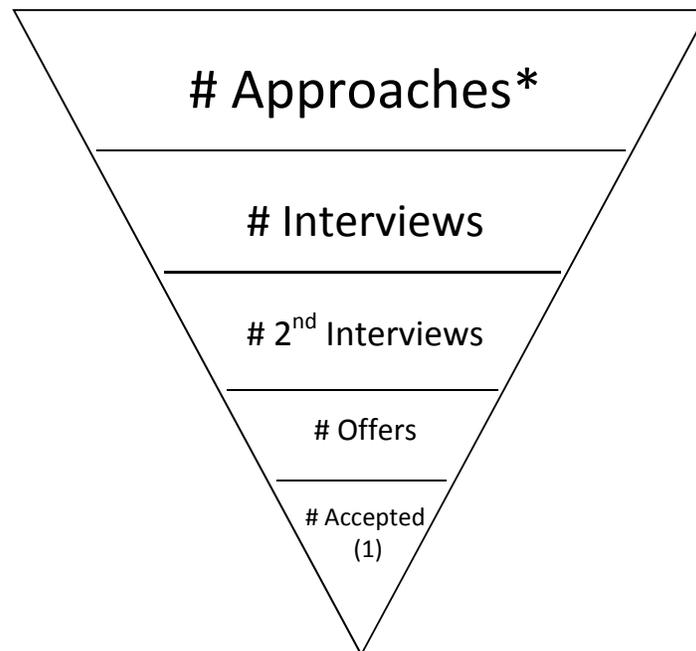
1/3 of jobs are obtained through want ads, online postings, newspapers, and job boards.

2/3 of jobs are unearthed through direct contact, networking, and cold calls (i.e. “the hidden job market”)

Unless all methods are used, a large portion of available possibilities will go untapped

Is your search active enough?

One way to assess where things might be going wrong is to look at the numbers.



* An approach is a letter and resume, mailed or emailed, to an individual in a hiring capacity (i.e., not “To Whom It May Concern,” and not to the Human Resources Department), followed-up with a phone call.



Rate Your Job Search Effectiveness

Job Search Activities

Which of these apply to you?

- Attend job fairs that are on and off campus.
- Participate in campus career events/programs.
- Make telephone cold calls to employers.
- Respond to job search listings with calls, cover letters, and resumes.
- Write employers of special interest to me.
- Apply directly with potential employers.
- Participate in Student Clubs.
- Check out the State of MN Workforce Center.
- Utilize UST Library online resources for company and industry research.

Job Leads

Which of the following sources have you used?

- College career services office
- Job search networking groups
- Internet job searches
- Directories of employers in your area
- Government job listings
- James J. Hill Resource Library
- Talking with fellow job seekers
- Bulletin board job listings
- Newspaper classified
- Informational interviews

Networking

Who have you talked to about your search...

- Family
- Friends and neighbors
- Past employers
- Past co-workers
- Fellow job seekers
- School counselors
- Professors
- Fellow students
- Volunteer/internship supervisors and staff
- Informational interview contacts
- Campus guest speakers
- Professional Associations

The Interview

Which of these have you done?

- Spent time researching the company before the interview.
- Dressed appropriately for the position.
- Clearly described skills, accomplishments, work experience, education, etc.
- Related the above to the position interviewing for.
- Practice interviewing skills

(The Interview—Continued)

- Brought copies of resumes and references, portfolio, or other work samples.
- Asked at least 2 good questions that are **not** about wage or benefits.
- Jotted down the name and spelling of all who interviewed you.
- Set up a time to call the interviewer back.
- Recorded notes of the interview while still fresh.

Follow Up

Have you...

- Sent a thank you letter to those who met with you, expressing your interest and re-emphasizing your fit?
- Called the employer back at the specified time?

Support

Which have you done...

- Found an experienced person (mentor) to advise you.
- Used information interviews to learn more about your field or obtain job leads.
- Asked permission from your references, and sent them your resume.
- Attended job search support groups.

Effort

Do you...

- Spend at least 30 hours job searching per week (for full time job seeker).
- Make at least 10 new contacts per week.
- Continue to job search even after a hopeful interview.

Scoring:

Give yourself 1 point for each item you checked. Add up your points. How effective is your job search?

39-49 pts. An 'Ace' Job Seeker!! Keep it up, but remember to give yourself a day or two off a week-you are doing a full-time job.

28-38 pts. Good job! Think about some of the ways you may be missing out on job search opportunities.

17-27 pts. Your campaign is okay, but you may want to include more of the above into your job search to speed up that job offer.

Below 17 pts. Your technique could use some refining. Begin by attending a job search workshop, and meeting with a counselor in the Career Development Center in MHC 123. The more you do, the faster you will find employment!