



# Job and Internship Search Organizer & Action Plan

Kanbar Campus Center, Suite 313

Phone: 215-951-2930

[www.philau.edu/career](http://www.philau.edu/career)

## Step 1: Identify Target

Complete the following to focus your job or internship search

What is your major? \_\_\_\_\_

Minor concentration? \_\_\_\_\_

What career are you hoping to pursue after graduation?

What are your industries/ fields of interest?

What type of position would you pursue (i.e. manager, designer, technician)?

Geographic preference?

## Need help getting focused? Try the following...

**Career Inventories**

Work Values  
Personality Preferences  
Skills  
Interests

**Majors Worksheets**

One page sheets supply a list of typical and atypical career paths associated with each major. Most job titles originate from Senior Survey data.

**CSC Resource Library**

**Internet Resources (Useful Links)**

Visit our Useful Links page linked to the Career Services homepage at [www.philau.edu/career](http://www.philau.edu/career) to research industries and to explore current internship openings

**CareerLink**

See step #3 -- Browse current internship and job openings

**Individual Career Consultation appointment**

Call (215)951-2930 to schedule an appointment

**Informational Interviews**

Talk with professionals in your industry. See step #4 for details.

## Step 2: Preparing

Complete the following tasks, indicating your readiness to market yourself

Do you have a resume targeted to your industry and/or the positions for which you hope to apply?

Do you need help writing your cover letter?

Have you identified references?

Do you have industry appropriate clothing?

Have you had your resume critiqued?

Have you had a cover letter critiqued?

Is there need for a portfolio or writing sample?

Are you prepared for the interview?

## Need help getting prepared? Try the following...

**Internet Resources (Resumes and Cover Letters)**

Visit our Resume and Cover Letter writing sections on the Career Services homepage by clicking on "Students" on the left-hand side bar

**Walk-in hours**

Drop by on MWF between 10 and 11:45am and on TTh between 9:30 and 10:30am to have your resume reviewed. Walk-ins are best utilized for final draft resumes and typically last up to 15 minutes

**Internet Resources (Interviewing)**

Visit our Interviewing sections on the Career Services homepage by clicking on "Students" on the left-hand side bar

**CSC Resource Library**

**Individual Career Consultation appointment**

Call (215)951-2930 to schedule an appointment

### Step 3: Knowing where to look

Answer the questions below to determine the most appropriate resources for your internship/job search

Are you registered on CareerLink?

Do you have an approved resume uploaded onto CareerLink?

Have you browsed through the Useful Links section on the Career Services webpage?

### Need help knowing where to look? Try...

**CareerLink FAQ**

Visit the Career Services homepage, click on "Students" and find the CareerLink FAQ listed under the heading, "Career Tools and Links" for assistance in navigating the site.

**Internet Resources (General Internship and Job Search sites)**

Visit our Useful Links page linked to the Career Services homepage at [www.philau.edu/career](http://www.philau.edu/career). In the Useful Links section, browse through the **Comprehensive Job & Internship Sites**, the **Regional Job & Internship Sites** and the **Special Interest Sites**.

**Internet Resources (Sites organized by Major)**

Visit our Useful Links page linked to the Career Services homepage at [www.philau.edu/career](http://www.philau.edu/career). In the Useful Links section, browse through the **Major Specific Job, Organization & Information Links**.

**CSC Resource Library**

**Career Services Events**

Important recruiting and networking opportunities include Corporate Connections, the Career & Internship Fair and Career Spotlights. Browse through events on CareerLink under the "Events" tab.

### Step 4: Locating the Hidden Job Market

Network, network, network...

"Only about 5-20% of all job openings are ever publicly known, which results in about four-fifths, or 70-85% of the job market being "closed." This means that it is difficult to find new openings unless one does some digging. Strategies for uncovering the hidden job market include **networking**." *Taken from the Job Seeker Glossary on Quintcareers.com*

**Developing your network:** Identify people who may have expertise in, contact with or knowledge of the field you wish to pursue. Examples include - PhilaU faculty, staff and alumni, immediate and extended family, friends, classmates, former employers.

Remember to *always* follow up with a thank you when you connect with a contact!

### Need help developing your network? Try...

**Calling a network contact**

Introduce yourself and provide some background information; explain your intention to discuss career opportunities with someone; try to arrange a convenient time to meet and discuss prospects.

**Write or email a network contact**

Present a personal introduction that includes some of your background; clearly explain your intention for seeking an appointment with them.

**LinkedIn**

LinkedIn is an online network containing 30 million professionals from around the world who represent more than 150 industries. It is a great tool to find folks out there in your industry!

**Success Stories**

Each month, recent alum post journal entries, highlighting their transition into the work force. Current students can connect with these alum by reaching out to them via email.

**Join a professional association**

Locate and join a professional associate affiliated with your industry.

## Step 5: Getting organized

Use the chart below to develop a timeline for yourself as you begin or continue your internship/job search

I am going to commit \_\_\_\_\_ hours each week to my internship/job search.

Task	Date to begin	Target completion date	Notes
<b>Step 1</b> <i>Define and/or Clarify Job Target</i>			
<b>Step 2A</b> <i>Prepare resume</i> Create a draft, obtain a critique, revise document, upload to CareerLink			
<b>Step 2B (as needed)</b> <i>Prepare other materials</i> Finalize portfolio, prepare writing samples			
<b>Step 2C</b> <i>Identify 3 References</i> Reach out to each to ask permission and to discuss the goals of your internship search			
<b>Step 2D</b> <i>Prepare for Interviews</i> Review online material, schedule a mock interview with a Career Services Staff member			
<b>Step 2E</b> <i>Learn how to write a cover letter</i> Review online material and samples, obtain a critique			
<b>Step 3A</b> <i>Register with CareerLink</i> Explore On-Campus Interviewing schedule, explore open positions			
<b>Step 3C</b> <i>Conduct employer and position research</i>			
<i>Begin sending out resumes and application materials</i>			

## Step 5: Getting organized (continued)

Plan a weekly schedule: Weekly schedules should be specific and task-oriented. Write down realistic and attainable goals for each week. This will keep you focused, while also enabling you to track your progress and reward yourself for tangible results. Demonstrated below is an example chart for you to use each week. Also, make sure to keep track of the internship/job leads that your networking efforts yield each week. Use the table below as a guide to organize your actions with each lead.

Internship/Job Search Schedule for the week of: \_\_\_\_\_

Day	Time	Tasks	Completed
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			
<i>Saturday</i>			
<i>Sunday</i>			

Another aspect of staying organized is tracking all of your internship/job leads and prospects each week.

Organization Name:	
Contact Name/Title:	
Contact Address/Phone:	
Source of Lead:	
Action and Follow up:	
Organization Name:	
Contact Name/Title:	
Contact Address/Phone:	
Source of Lead:	
Action and Follow up:	
Organization Name:	
Contact Name/Title:	
Contact Address/Phone:	
Source of Lead:	
Action and Follow up:	

## Step 5: Getting organized (continued)

Make sure to track all applications and actions taken with employers for each position.

Follow through; persistence pays off. As applicable, contact the employers to whom you have applied – this gives you a chance to be remembered and shows your interest and professionalism. If you cannot reach them via the phone, consider sending an e-mail. Wait a reasonable time for your original “application” or electronic submission to be received (typically 7-10 days) and then follow up.

<b>Name/Type of Organization:</b>		
<b>Target Position:</b>		
<b>Date Position is Available:</b>		
<b>Deadline for application:</b>		
<b>Position Location:</b>		
<b>Method/Date Application:</b>		
<b>Notes:</b>		
<i>Date completed</i>	<i>Activity Log</i>	<i>Notes</i>
	Research organization	
	Identify Appropriate Contact Person	
	Initiate Contact Method:	
	Write cover letter	
	Send resume	
	Follow up call/e-mail	
	Identify other possible contact(s)	
	Arrange date for visit/interview	
	Send thank you note	

<b>Name/Type of Organization:</b>		
<b>Target Position:</b>		
<b>Date Position is Available:</b>		
<b>Deadline for application:</b>		
<b>Position Location:</b>		
<b>Method/Date Application:</b>		
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	Research organization	
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	Follow up call/e-mail	
	Identify other possible contact(s)	
	Arrange date for visit/interview	
	Send thank you note	

**Need more help? Call the Career Services Center for an appointment.**

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# Internship and Job Search Resources List

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## Resume Appointments

Students can schedule an individual appointment with a Career Counselor in order to have their resume reviewed. Resume review appointments take place in the afternoon and typically last anywhere between 20 minutes to a full hour.

## Walk-Ins

On Mondays, Wednesdays and Fridays (from 10 a.m. to 11:45 a.m.) and Tuesdays and Thursdays (from 9:30 a.m. to 10:30 a.m.) a Career Services staff member is available on a walk-in basis to review a student's resume and/or cover letter. These appointments typically last between 15 to 30 minutes; students should bring a final draft document. Internship walk-ins for all brief internship-related inquiries are held every Tuesday from 2-4 p.m. in the Career Services Center.

## Open Resume Reviews

Career Services staff sets aside blocks of time before major recruiting events for students to stop in on a walk-in basis to have their resume critiqued.

## Career Inventories

Selected counselors in the Career Services Center can help students more deeply explore their values, interests, personality and skills through researched career inventories as well as some departmentally developed tools.

## Print & Online Resources

Students can browse through a variety of major-specific books located in the Career Services Center or access online resources in order to learn more about potential career paths and job titles, characteristics of specific professions, future job outlook and salary information for specific careers, as well as position listings. Visit <http://www.philau.edu/career/links/index.htm> in order to browse the online resources that are available.

## CareerLink & On-campus Interviewing

In order to apply for online position listings and participate in on-campus interviews, students must register with **CareerLink**, which can be accessed from the Career Services Center's homepage ([www.philau.edu/career](http://www.philau.edu/career)). CareerLink connects students to employers who specifically seek out the skills of Philadelphia University students. Through CareerLink, students can also access and sign up for **Information Sessions** and **Career Spotlights**, which help them to be better informed about companies of interest.

## Podcasts

Podcasts include detailed information about different organizations and potential career paths and can be accessed or downloaded at <http://www.philau.edu/career/students/Podcasts.htm>. Podcasts are a great way to prepare for on-campus interviews, career fairs, and to learn about different careers or research companies.

## Special Job Search Workshops

Students can attend a variety of workshops on topics including (but not limited to) preparing for career fairs, perfecting interviewing skills, working in the non-profit sector, and preparing a portfolio. More information on these workshops and other events can be found on CareerLink.

## Corporate Connections and the Career & Internship Fair

Freshman through Seniors in business-related majors, including fashion merchandising, fashion industry management, and psychology, are encouraged to attend this recruiting event. Employers will be recruiting for internships, part time, summer opportunities and full time positions. It is also an opportunity to network or make contacts for future opportunities.

## Design Expo

**Junior and Senior design majors are encouraged to sign up for and attend this event** to meet with design companies and professionals at Design Expo. Here, students can meet face-to-face with individuals to discuss portfolios, design skills and career paths.