Job and Internship Search Strategies

First, know that with patience, perseverance, and persistence, you will get a job or internship! Part of the job/internship search involves understanding the timeline for when your industries of interest tend to hire. Timelines vary by industry. Have you investigated the timeline for your career field of interest? Know that many employers hire on a “just in time” basis as a role becomes vacant. Be sure to employ a wide variety of strategies, recognizing that different strategies may work for different people and organizations.

What brings you joy and what are you good at?

☐ Reflect on your past experiences, interests, and abilities by asking yourself Fr. Himes’ three questions:
  o What brings me joy?
  o What am I good at? (Consider doing a self-evaluation of the essential skills that employers seek – bit.ly/BCcareerready.)
  o What does the world need me to be?

☐ For additional guidance as you explore career fields, take a self-assessment such as the Strong Interest Inventory or SkillScan, or complete the worksheets on the Career Center website, and review your results with a career coach.

☐ Conduct online research about career fields and companies of interest.
  o Career Fields – e.g. Vault Guides, O*Net Online, Occupational Outlook Handbook, Candid Career
  o Companies – e.g. Buzzfile, Hoover’s, LinkedIn, company websites

Network & Connect

☐ Request Exploratory Career Conversations with BC alumni and other professionals working in an industry or company of interest. Refer to the Career Center’s handouts on Exploratory Career Conversations and LinkedIn for help getting started. Identify these individuals on LinkedIn, through groups such as the Boston College Career Community. In your Exploratory Career Conversations, think about what is most important for you to learn and consider asking questions to address:
  o Does this career field or industry interest me?
  o What does a “day in the life” of professionals in this field look like?
  o What are the types of opportunities in this field?
  o How do I break into this field?
  o What are the timelines for hiring in this industry?

☐ Seek general advice about your job search or potential industry by starting discussions in LinkedIn groups of interest.

☐ Join and become active in professional associations.
  o Seek advice from trusted professionals and mentors as to which professional associations are best for your chosen industry.
  o Attend conferences or workshops as you are able. Many offer a student discount.

☐ Manage your online brand.
  o Complete and maintain a robust LinkedIn profile.
  o Be active on social media by re-posting and commenting on professional articles and blogs.
  o Follow organizations on Twitter and other social media and retweet relevant career content.
  o Be mindful of the content you have included in your social media and your privacy settings.

☐ Maintain relationships with the people with whom you connect, keeping them up-to-date on your progress and thanking them for leads and advice.
**Identify Opportunities**

- Attend events on campus such as career and internship fairs, networking nights, panels, and information sessions. Find a complete listing of upcoming events on EagleLink.
- Ask professionals for business cards at these events so you can follow-up and stay in touch.

**Post-Graduation Opportunities**

- **Employment**
  - Use multiple strategies to identify employment opportunities: EagleLink, on-campus recruiting, LinkedIn jobs, employer websites, general job posting sites such as Indeed and Simply Hired, and industry-specific posting sites.
- **Fellowships**: typically have a set time-frame (3 months – 2 years) and provide a comprehensive introduction to a career field as well as a challenging work experience.
  - Visit the University Fellowships Committee site to learn about academic and research-oriented fellowships.
- **Post-Grad Internships**: provide an opportunity to experience a career field and gain necessary skills to compete for a full-time position.
  - Search EagleLink and UCAN for internship opportunities.
  - Connect with BC alumni and other professionals. Building relationships will help alert you to opportunities.
- **Volunteer and Service Opportunities in the US or abroad.**
  - Attend the Post Graduate Service Fair in October.
  - Connect with the Volunteer and Service Learning Center for additional ideas.

**Internship Opportunities**

- Use LinkedIn, the BC Alumni Directory, and other networks to connect with BC alumni and other professionals in your field(s) of interest.
- Search sites such as EagleLink, UCAN, Intern Hub, and Idealist for positions.
- View the industry guides on the Career Center website for additional information specific to your career field of interest.
- Consider research opportunities and reach out directly to faculty to identify these opportunities.
- Identify international internships through the BC Office of International Programs.
- Be open to unpaid internships. If you do secure an unpaid summer internship, apply for the Eagle Intern Fellowship Program through the Career Center.
- When identifying opportunities, ensure that it will be a meaningful experience, allowing you to learn about a career field and gain new skills, by asking:
  - What types of projects will I be working on?
  - What type of training will I receive and will I get regular feedback on my work?

**Apply**

- Ensure that your application materials (resume, cover letter, LinkedIn profile) are polished. View the Career Center’s handouts on these topics for additional information.
- Attend chats and workshops on topics such as resume writing, cover letter writing, and job/internship search.
- Visit the Career Center during drop-in hours or schedule an appointment for a critique of your documents.
- Follow instructions when applying. Submit a cover letter unless explicitly told not to.
- Prepare for your interviews using InterviewStream or a practice interview, if needed.
- Stay organized with your applications by creating a spreadsheet indicating all contact with each organization and tracking your status.
- Follow-up on applications as necessary. It is acceptable to follow-up with an employer after 2-3 business days of submitting your application or after the application deadline, unless otherwise stated.
- Once you have accepted a position, withdraw other applications and notify other employers within 24 hours.

You’ve got this! Stay confident and positive in your job/internship search. Be sure to set aside time each week to relax and destress so you can be focused when searching and applying for positions.