

# JOB & INTERNSHIP SEARCH



## Prepare



## Search



## Apply



## Follow-Up

- ◆ Meet with a Career Advisor in Albers Placement Center
- ◆ Assess your interests, skills & goals
- ◆ Research employers/industries
- ◆ Develop a record keeping spreadsheet to track progress

- ◆ Utilize online resources (see back)
- ◆ Seek opportunities from professors, family, friends, classmates, & student orgs.
- ◆ Conduct Informational Interviews with people in the field or companies of interest
- ◆ Participate in On-Campus Recruiting
- ◆ Attend Company Information Sessions
- ◆ Attend Career and Job Fairs
- ◆ Review weekly job/internship email from APC
- ◆ Search websites of desired companies

- ◆ Prepare resume & cover letter
- ◆ Seek advice on application materials from Career Advisor or people in the industry
- ◆ Prepare a list of 3-4 references
- ◆ Submit application materials based on company instructions
- ◆ Track submitted applications on personal record keeping spreadsheet

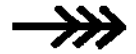
- ◆ Follow up with employers and network contacts
- ◆ Send thank you notes to people with whom you speak/meet
- ◆ Prep for interviewing

*Resources provided on reverse side*





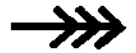
## Job Search Sites



- Handshake
- Indeed.com/SimplyHired.com
- LinkedIn
- Idealist.org (non-profit)
- Internships.com
- Angel.co (startup jobs)
- Campus Point
- Glassdoor (company reviews, salary reports, interviews, etc.)
- O\*Net Online (job specific research tool)
- Careers-in-business.com
- Vault.com



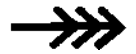
## Off-Campus Networking Organizations



- LinkedIn (contacts, Find Alumni, groups)
- Seattle U Alumni Association
- Toastmasters (public speaking, networking) (toastmasters.org)
- Seattle Chamber of Commerce—Young Professionals Network
- Industry Professional Associations (i.e., American Marketing Association)
- Meetup.com
- Seattle Networking Guide (iloveseattle.org)
- Young Professionals of Seattle



## Recruiting Agencies

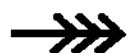


- Kelley Services
- Campus Point
- Volt Workforce Solutions
- Two Degrees
- Accountemps/Robert Half
- Rylem
- Corestaff
- Parker Staffing
- Another Source
- Terra
- The Creative Group

*\*\* This is just a sample list and the APC does not formally endorse any of these agencies*



## On-Campus Job Opportunities



- Campus Bookstore
- Public Safety
- Transportation/Parking
- Information Technology
- Athletics
- Admissions
- Student Center/Activities
- Conference & Event Services
- Bon Appetit
- Housing & Residence Life
- Center for Service & Community Engagement
- Various academic depts.
- Collegiums