
Finding Jobs & Internships

How to start the job / internship process

1. Consider your ideal start date

Jobs

You should start applying approximately **2-3 months prior** to when you want to start your job. Jobs in the communication field get posted once there is a vacancy that needs to be filled as soon as possible. Fellowship programs or companies that hire a group of employees to get trained at the same time (i.e., Abernathy Macgregor or talent agencies like Creative Artists Agency) recruit a semester prior or as early as fall semester for a May/June start date.

Internships

Summer internships: Competitive organizations tend to start their recruiting as early as November with a majority of the applications posted in December- March

Spring Semester/ Fall Semester internships: Hiring tends to start as early as three months before. A bulk of the positions also get posted one month before the semester starts.

2. Make a list of target employers

Keep a list of employers that interest you. Every time a professor talks about an employer you may want to work for, or you read an article about an interesting innovative new organization, write it down. Having a list of employers will help you decide who you want to network with.

3. Network always (especially during the job/internship hunt)

Networking is a lifelong activity. Throughout your career, it is ideal to meet colleagues that work in industries of interest and learn more about their hiring practices, their ideal skills and be in touch when opportunities arise. For more information about Networking, please view our Networking and LinkedIn guides.

4. Apply

There are several ways to apply

- **Apply on Handshake:** Positions posted on Handshake are from employers interested in recruiting BU students. Other job boards and industry specific job boards are a great place to look too.
- **Apply on industry specific websites:** (see page 3 of this guide or Career Research Guide)
- **Employer hiring page:** Positions often get posted on the employer's website before they end up being posted on job boards.
- **COM Career Services Newsletter:** COM Career Services often get emails from employers and alumni that are interested in hiring BU talent. Check out our newsletter and apply to opportunities that are relevant to you.
- **Network:** Ask people you know to keep you informed of opportunities that might come up. If you find an opportunity at a company that you have contacts at, ask them if they have any advice for the position or if they would be willing to forward your application to the hiring manager. This usually improves your chances of having your application considered.

How to apply

1. **Find a job/ internship to apply for**
Apply for jobs/ internships through Handshake, industry websites (see page 3) or other job boards.
2. **Analyze the job/internship description** (and save a copy of the description for later)
What skills are they looking for in an employee? Are you a good match for the job? Tailor your materials to demonstrate that you have experience in the areas they are looking to hire for.
3. **Do your research (including salary research)**
Look at the organizations social media pages and read articles that have been posted. Look on LinkedIn to see if you know anyone that works there.
4. **Prepare your materials**
Make sure your resume and cover letter are tailored to the job and it is free of spelling or grammar mistakes. Book an appointment and review our resume guide.
5. **Find people who can serve as references or write you a letter of recommendation.**
Ask your previous employers or professors if they would be willing to serve as a reference.
6. **Keep track of your applications.**
Make a list of when and where you applied and who you emailed. Additionally save a copy of the job description so you can use it to prepare if you get offered an interview.

After the application

1. **Hearing back**
In an ideal world you would hear back from every employer regarding whether or not you will be moving forward in the process with an interview. Due to the amount of applications and how quickly a company aims to fill a position, they may not have the capacity to notify you if you have not been chosen for an interview. It is acceptable to call the company to check on your application status if you have not heard back within a month.
2. **Interview**
Prepare for your interview. Use **BU's online tool "Big Interview"** for mock interview prep, read our Interviewing Career Guide or make an appointment for a mock interview.
3. **Write a thank you note**
A personalized message should be emailed to each person you spoke to during your interview. This note should thank the interviewer for their time and mention something you learned about the role and/or the company. You can also reiterate why you are a strong candidate for the position in this message.
4. **Receive offer**
Once you receive the offer, thank them for the offer and ask when you have to get back to them. You do not have to say yes to the offer immediately on the spot, but companies typically don't give you more than a week to decide.
5. **Salary Negotiation***
The salary negotiation process can happen at any point in the process, but typically happens after you receive an offer. Refer to our salary negotiation guide for more information.
6. **Accept or reject the offer**
Once you accept an offer, even verbally, you cannot accept another offer instead. This is called reneging

Industry Resources

ADVERTISING AND MARKETING

- Ad Age: Lookbooks, job search, salary info, creativity info, news, events careers.adage.com
- Ad Week: Industry information and job board jobs.adweek.com
- Advertising Crossing: Job search, job board, career tips advertisingcrossing.com
- Media Bistro: Job board for careers in the media and marketing field mediabistro.com
- American Advertising Federation: Professional organization, job board, career fairs jobs.aaf.org
- Advertising Educational Foundation: Career advice, ad agency structure, articles, guides, list of ad associations aef.com/building-talent/career-guide
- Winmo- Advertising and PR Agency Directory (must be accessed through the [BU Library](#))

PUBLIC RELATIONS

- O'Dwyer's PR: PR firm listing & ranking, company profiles odwyerpr.com
- PR Crossing: Job search, job board, PR Career tips prcrossing.com
- PRSA Public Relations Society of America: Professional organization for PR with job board jobs.prsa.org
- PR Daily: Website about PR news prdaily.com/Main/Home.aspx
- PR News: Job board, articles, events, PR firm finder, list of PR Links jobs.prnewsonline.com
- PR Week: Job list/search, PR agencies list with info, articles and case studies prweek.com/us
- The Publicity Club of New England: local PR professional organization with events www.prclub.org
- PR Council: Job board, PR firm finder, industry member profiles prcouncil.net/find-a-pr-firm
- Bulldog Reporter: They host webinars on PR and give awards, find out which organizations are doing innovative work in the field bulldogreporter.com
- Winmo- Advertising and PR Agency Directory (must be accessed through the [BU Library](#))

FILM & TV

- EntertainmentCareers.net Studio structure, job board, salary info
- Get Film Jobs: Employer profiles & jobs, creative job board & search, film blogs & resource getfilmjobs.com
- Mandy.com: Job board, listings for production jobs mandy.com/us/jobs/crew
- Media Bistro: Job board for careers in the media and marketing field mediabistro.com
- Media Match: Production company list/profiles, job search/board, list of industry professionals with profiles media-match.com
- Massachusetts Film Office: Casting & crew calls, events mafilm.org
- Mass Production Coalition: Professional association for filmmakers in Boston massprodcoalition.org
- My First Job in Film online resource for career development: myfirstjobinfilm.com/US/

JOURNALISM

- Massachusetts Broadcasters Association: Radio and TV Jobs, events, resources massbroadcasters.org/jobboard
- American Society of Magazine Editors: Magazine job board, internship, resources, events asme.media
- Journalism Jobs: Job board/search, resources for research, fellowships, salaries journalismjobs.com
- Corporation for Public Broadcasting: Jobs, internships, funding, reports cpb.org/jobline
- Media Bistro: Job board for careers in the media and marketing field mediabistro.com

International Student Resources

1. Know your visa status

- Speak to ISSO and learn about your visa status. Make sure you can explain it to employers when asked. Some employers do not know what “OPT” or “H1-B” entails.
- The ISSO holds regular information sessions about this process. You can view their calendar during the fall and spring semesters-<http://www.bu.edu/isso/calendar/>.
- Attend a virtual workshop about the [Interstride](#) resource. Registration is available through Handshake under ‘Events.’

2. Research H1-B friendly employers

- [H1BData.info](#) - This website contains a list of employers and job titles of places that have sponsored in the past.
- [MyVisaJobs.com](#) This website contains a list of employers and job titles of places that have sponsored in the past.
- [Going Global](#) - This website contains lists of employers that have sponsored H1-B Visas in the past, as well as guides on work authorization information and cost of living information for popular cities and countries around the world. To access this, Logon to Handshake, click on “career center” then click on “resources.” We recommend you create an account.

3. Utilize international student job search platforms/resources

- [Interstride](#) - We empower international students to build a career and life they love wherever in the world.
- [F1Hire](#) - We help small to mid-size U.S. employers find the best-fitting and qualified international students on F1 visas in the talent pool.

4. Consider an internship

- Demonstrate that you would be an asset to the company by interning there first. If a job becomes available, they may consider hiring you over an external candidate.
- If your program includes an internship course, you can intern after your first two semesters of enrollment using Curricular Practical Training - <https://www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/curricular-practical-training-cpt-f-1/>. Most students intern over the summer after completing their first year of coursework.
- It is legal for students to do an internship after graduation using Optional Practical Training - <https://www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/optional/>.
- Although you must be enrolled as a full time student, the government allows you to be a part time student during your last semester
- You must have legitimate academic reason for opting to be part-time in your final semester of study. For example, you can plan to save an academic requirement OR a credit amount to complete in order to extend your program. For example, you can plan to save 4 credits out of your required 48 credits to complete in your final semester.
- Some graduate programs require you to be a full time throughout the program. Make sure you check with Graduate Affairs and the International Students and Scholars Office to see if you can become part time. More information regarding part-time status can be found here - <https://www.bu.edu/isso/files/2016/01/Final-Term-RCL-Handout.pdf>.

5. Consider a multicounty job search

- In addition to applying to jobs in the USA, apply to jobs where you are a permanent resident.