

BE PREPARED FOR THE JOB and INTERNSHIP SEARCH



RESUME - Create a well-written, well-organized, professional résumé. The main purpose of your résumé is to sell yourself to a prospective employer. It should be a brief, informative summary of your education, experience, accomplishments, skills, and activities. It is not a biography; it is a carefully crafted snapshot.



RESEARCH – Research has many benefits. It will weed out companies that you are not interested in. But, it is also a sure-fire way to make an impression when you are interviewing or networking. Know the company you are applying to as thoroughly as possible. Taking the time to research the history, mission, and culture of a company will help you determine where to begin your job search and push you ahead of other applicants in a very competitive market. Visit before you apply. Example: If you are interested in a hotel, go to the property – observe, tour. What type of hotel is this? How do the current employees look? Happy? What type of atmosphere? Clientele? Is this just one brand in a portfolio of a larger company? If so, ask yourself why you are drawn to this particular brand. Find a definitive answer and be able to articulate it during an interview.



NETWORK – Networking is a skill that you want to work hard at sharpening. It is a planned, constant effort in getting an opportunity to interview. There are unspoken jobs that you will never see posted on a career website. These positions will be filled by people who can make an impression on industry professionals they meet in networking instances. Every networking possibility should be viewed by you as a brief interview. In some cases, you may only have 15-30 seconds to give someone your business card and say something that will leave an impression on them. Practice what you would say in this situation. Consciously build networking opportunities for yourself - join student groups, go on site visits, attend events and conferences, approach guest speakers in class, talk with professors, etc. Actively pursue your networking opportunities and be prepared to make the most out of them! Remember, networking is a two-way street. Offer your help when possible and people will be more likely to help you when you need it—work unpaid on a project, volunteer for an event, etc.



INTERVIEWING! The more you do it, the better you will get. Mock interviews and informational interviews are two important preparatory tools. It's much better to make your mistakes while rehearsing for the real thing. Take advantage of mock interview sessions. Set up a time with your peers and family to practice interviewing. Contact a professional that you have met to schedule an informational interview. This is a key moment to ask them questions about how they achieved success in their career. It's important to reach out to the people who are currently working a position that you would see yourself in one day. They will be flattered that you asked and you will receive invaluable information that will help you in your job pursuit.

ALWAYS arrive early for an interview – ALWAYS have copies of your resume – ALWAYS dress in business attire. This practice demonstrates maturity and respect!



ETIQUETTE – The follow up! Sending a hand-written thank you note will show a great interest on your part for the position you have interviewed for. Mailing a note will take a day or two to reach its destination. It's another opportunity to get your name in front of the person who will be making the decision to hire you or someone else. Take advantage of the follow up!