

Internship and Job Search Strategies

While there are a variety of strategies that you may utilize when conducting an internship or job search, the two primary goals are:

- To locate openings (to which you can immediately apply).
- To identify employers (who may be seeking to hire employees with your skills and qualifications).

The information in this handout outlines strategies that you may use in your search. Instead of relying on just one strategy, employ multiple strategies to maximize your success. Useful resources may vary by industry, by occupation, and by geography.

✓ LOCATE OPENINGS
<p>My Career Connection</p> <p>Webster University's My Career Connection site (https://webster-csm.symplicity.com/) is a career management database with student employment, internship, and job postings, as well as an employer directory. Through this site, you can access a calendar of Career Services workshops, career fairs, and employer information sessions.</p>
<p>Going Global</p> <p>Interested in working outside of your home country? Utilize Going Global, a web resource that contains country-specific career information, internship and job postings, and an employer directory. The site also contains information on H-1B visas and U.S. and Canadian cities. Access Going Global through the My Career Connection homepage.</p>
<p>Company Websites</p> <p>Find internship and job postings directly on company websites. Some companies have an entire website section dedicated to postings along with information and tips for those interested in the company. Frequently, information can be found in a "careers" or "opportunities" section of a company's website.</p>
<p>Classified Advertisements</p> <p>Review the classified ads in your local newspaper, either in printed format or online. The classifieds may be more than openings; they can be an indicator of growing organizations and the local economy.</p>
<p>Employment Agencies</p> <p>Sometimes referred to as "headhunters" or "third-party recruiters," employment agencies can provide job information and leads. Consider registering with several agencies but be aware of expensive placement fees and contracts. Contact the Better Business Bureau to inquire about the reputation of agencies you wish to utilize.</p>
<p>Government Opportunities</p> <p>Consider opportunities to intern or work in federal, state, county or local (city) government. Find opportunities within federal government at http://www.usajobs.gov/ or http://www.usajobs.gov/studentjobs/. To identify state, county, or local opportunities, do an internet search specific to your area, using criteria such as: "Missouri state jobs."</p>
<p>Internet Job Boards</p> <p>Utilize internet job boards such as Indeed (http://www.indeed.com/), Idealist (http://www.idealists.org/), Monster (http://www.monster.com/), and CareerBuilder (http://www.careerbuilder.com/). Also identify regional boards, such as St. Louis Best Jobs (http://www.stlouisbestjobs.com/). Be prepared to manage responses when posting your resume online.</p>
<p>Department of Veterans Affairs</p> <p>Veterans may access additional support and resources through the Department of Veterans Affairs' career resources, which include the Vocational Rehabilitation and Employment (VR&E) VetSuccess Program and an online search tool, http://vetsuccess.gov/jobs.</p>

✓	IDENTIFY EMPLOYERS
	<p>Target List of Employers</p> <p>Develop a list of 10-30 employers that interest you. Utilize the My Career Connection employer database, the local Business Journal's Book of Lists, or resources like Sorkins, Plunkett's, Hoover's, and local Chamber of Commerce member directories to identify employers of interest. Research the employers, identify and talk to employees of that organization, and know where you might fit into the organization.</p>
	<p>Professional Organizations/Associations</p> <p>Your profession may have a city, regional, state, national or international organization. These organizations typically meet on a routine basis, host conferences or networking events, and publish openings in the field. Consider joining one or more of these; if you do not join, utilize their websites for information.</p>
	<p>Informational Interviews</p> <p>Informational interviews are a means of gathering career information and advice while also networking with a potential employer. Schedule appointments to meet with professionals in person or by phone to speak with them about their careers and to seek insight and advice.</p>
	<p>Alumni Contacts</p> <p>Most colleges have developed a network of alumni, parent and/or community contacts who have agreed to answer career-related questions. You may opt to join your Alumni Association and become active in a chapter near you. Learn about and utilize Webster University's Alumni Association and Online Community: http://www.webster.edu/alumni/. If you are a graduate student, investigate the alumni association affiliated with your alma mater.</p>
	<p>Professional Networking Sites</p> <p>Join a networking site dedicated to connecting professionals, like LinkedIn, to establish contacts in your field of interest. Many employers have created Facebook or Twitter accounts as recruiting tools that provide information about their organization. Some even answer interested job seekers' questions through those sites.</p>

TIPS TO ASSIST WITH THE SEARCH

<p>Network</p> <p>Networking is the most effective and proactive search strategy and should be used in concert with other strategies. Individuals who network are more likely to find "hidden" opportunities. Friends, family, alumni, professors, neighbors, church/synagogue members, classmates, co-workers, etc. may all serve as networking resources. Tell each person what your qualifications are and what type of experience you are seeking. Always follow-up with networking contacts.</p>
<p>Follow-Up</p> <p>Some employers make hiring decisions based upon a candidate's ability to follow-up after an interview. Follow-up with a thank you to everyone who interviews you for a position. Also follow-up after networking events or important contact with an employer in order to maintain communication.</p>

OTHER INTERNSHIP OR JOB SEARCH STRATEGIES

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