

Career Center

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Job & Internship Search Strategies

Before using these resources to support your job/internship search, we suggest reviewing the following presentation that provides an overview of useful job/internship search strategies:



This resource was designed to give you an overview of the job/internship search process and valuable strategies for identifying opportunities and employers of interest to you. Career Center staff members are available to support you in all aspects of your search.

Job Search Checklist:

- Identify fields/job titles/organizations of interest to start your job search. Meet with a career advisor if you don't know where to start.
- Assess your values, interests, personality, and skills.
- Develop a list of at least 8–10 employers that you will research and start following the job listings on their websites.
- Create your Handshake profile. Search for relevant positions and employers.
- Develop draft resumes and cover letters that you can adjust to target individual positions.
- Have your resume reviewed by the Career Center.
- Create a LinkedIn profile—connect with colleagues and classmates to identify contacts to help your job search.
- Improve your interviewing skills—review the interviewing handout, prepare examples to use in interviews, and schedule a mock interview.
- Ask supervisors, professors, and co-workers to serve as references (at least three.)
- Ask for help! The more people you include in your job search the more likely you are to hear about opportunities and the faster you will find a job.

1) Know what you're looking for: Have a focus.

Your job search starts with having a clear understanding of what you are looking for in a position and organization. You must also have a good sense of your values, interests, personality traits, and skills - your VIPS. Understanding your VIPS helps you create a focused plan of action and develop effective resumes and cover letters.

Understanding your values, interests, personality, skills, and strengths is the first step toward choosing an eventual career path. Developing your self-awareness can be as formal as taking a personality or interest inventory or as informal as participation in co-curricular activities. You can start by reviewing your interest areas, favorite classes, and topics that you enjoy reading/learning about.

When you know your VIPS, you make more informed choices about careers. Matching careers to what you have identified as important before beginning your career research helps you stay focused. Exploring these questions through assessment tools will help you discover more about yourself and guide you to academic majors and careers most appropriate for you. A little time spent now to increase your knowledge about yourself and the world of work can save you from panic in the future.

Below are a few exercises to help you assess each area of your VIPS:

- [Work Values Inventory](#)
- [CareerOneStop Interest Assessment](#)
- [Psych Central 16 Type Personality Test](#)
- [Skills Inventory](#)

The Career Center also offers the Strong Interest Inventory and the Myers Briggs Type Indicator for a small fee.

Once you are able to articulate your VIPS, it can be helpful to craft an elevator pitch that you can use with contacts and potential employers: [Elevator Pitch Guide](#).

Next, it is important to research potential jobs, careers, and industries and make connections to learn more about potential paths. Having a clear focus will greatly inform your search and help you stay competitive in the job market. Making the jump from college to work can be challenging.

The Career Center has a number of resources for helping to explore potential occupations: [Major & Career Exploration](#).

For some people, it is helpful to review typical career paths for their majors: [What Can I Do With This Major?](#) Others find it helpful to review profiles of different occupations: [Occupational Outlook Handbook](#). Many students get a better sense of their likes and dislikes by reviewing job postings for your interest areas using Handshake, Indeed, Glassdoor, and other search websites.

Once you have a good sense of your VIPS and potential occupations, it is helpful to see how they overlap: [Occupation Evaluation Worksheet](#).

2) Update your resume: Create a master resume.

Tailoring each resume to the position you are applying for strongly improves your chances of getting an interview. You want your resume to draw clear parallels between your experience and the specific job

requirements. You will most likely have a different resume for each job application. Go through the job description and underline key skills that are required or preferred for the position. Then, reflect on your skillset and see where you can highlight these relevant skills in your resume. Remember, the resume is the place to market your amazing abilities!

Start with a Self-Assessment

Write out your current short- and long-term goals. What do you hope to accomplish in the next 3-6 months? What about the next 1 year? 5 years? Think about the type of organization, position, or graduate school program that fits with these goals.

Create a Master List

Many people find it helpful, before doing a resume draft, to first jot down a “master list” to help them think of all of their experiences that may be applicable for a resume.

Create a Master Resume

Create a large master resume based on the drafting tips below that includes all of the experiences from your master list based on the drafting tips in the next section. It is rare for you to submit this resume, but it will be a document you can draw from when you write a more tailored resume.

Include relevant academic experiences, volunteer experiences, athletics, organizations, etc.

The [Building a Resume handout](#) will provide more details on these steps. Below are resume samples and handouts that address specific experiences that you may want to include on your resume:

- [Sample First Year Resume](#)
- [Sample Resumes - Academic Experience](#)
- [Describing Study Abroad Experience on Resumes](#)
- [Describing Athletic Experience on Resumes](#)
- [Describing Food Service on Resumes](#)
- [Describing RA Experience on Resumes](#)
- [Describing Camp Counselor Experience on Resumes](#)

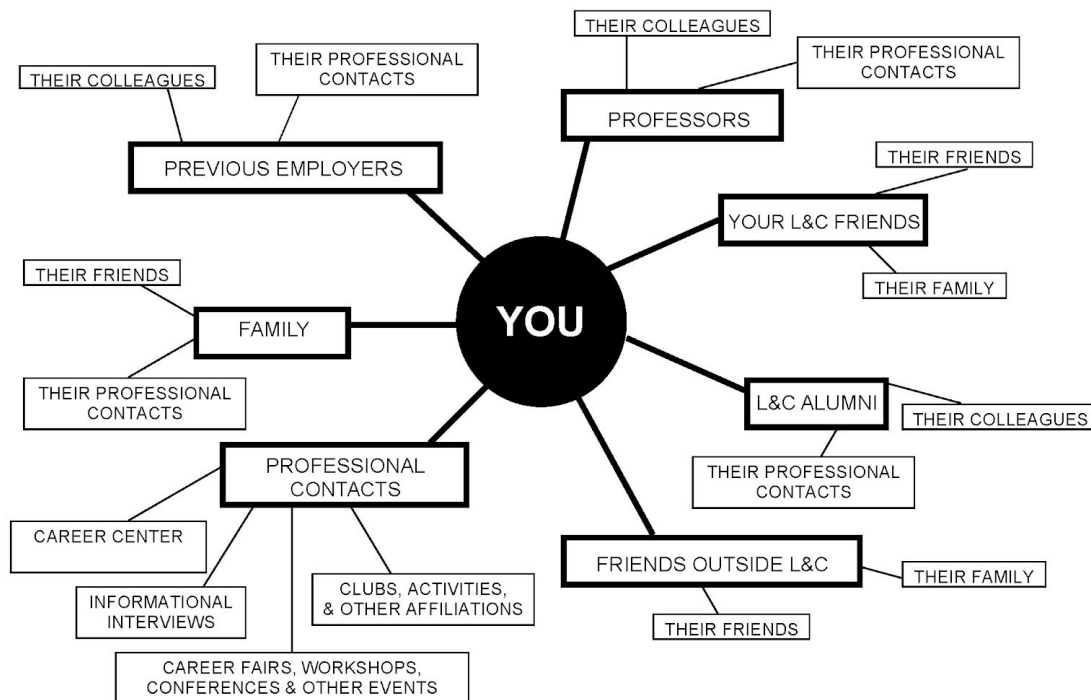
3) Build relationships & connections: Network!

Many positions are filled through referrals and networking. We encourage you to be intentional about reaching out to people that you already know, while also connecting with professionals in your areas of interest.

Cultivating and sustaining your network is an on-going process, even when you are not specifically looking for a job. Start with thinking about who you already know including family, professors and staff, employers, and friends. Then consider affiliations that can expand your network such as volunteer opportunities, professional associations, club sports, Meetup Groups, or spiritual organizations. Getting connected often means getting involved, so attend lectures, art openings, book warnings, and workshops!

[LinkedIn](#) is an effective tool for researching organizations and connecting with alumni and professionals in your areas of interest. When intentionally used, LinkedIn can enable you to maintain and enhance a large professional network with minimal effort. Below are resources for helping to create or refine your LinkedIn profile:

- [LinkedIn Profile Checklist](#)
- [10 Ways to Create a Graduate LinkedIn Profile](#)
- [10 Impactful LinkedIn Headline Examples from Real People](#)



After you create your profile, we suggest connecting with people that you already know - family members, friends, classmates, professionals, coworkers, etc. Next, we suggest taking a look at what graduates from L&C are doing in their careers using the [alumni tool](#) on LinkedIn.

Lewis & Clark College Career Network (L&C Net): L&C Net is a network of over 2,000 alumni and parents who have volunteered to act as career “experts” to LC students and alumni in transition. Hosted as a group on LinkedIn, alumni volunteers live in locations throughout the United States and abroad and represent a cross-section of industries and professional careers. L&C Net is an informational resource and there are guidelines in place to assist you in building relationships with alumni and parent volunteers. As a student or graduate of Lewis & Clark College, you have access to the L&C Net. All users must first complete a [user agreement](#). Upon completion of the user agreement, you will receive information with instructions on how to join the L&C Net group as part of your LinkedIn account.

Conduct Informational Interviews: An informational interview is used to obtain first-hand impressions of work from people currently employed in a specific field, company, or position. Think of it as gathering information, rather than a job interview. This method of collecting information is the best way to find answers to many important questions you may have. For example, what does someone actually do all day long? What are the rewards and demands of a particular kind of work? What are the entry-level jobs? By meeting directly with people, you can also gain deeper insights into the pros and cons of working in a particular organization.

Basic Networking Tips: Contacting people may seem intimidating at first, but remember that most people enjoy talking about themselves and their work. Moreover, they will be impressed with your initiative and interest. You may develop a contact that could be valuable to you in your job search, and you will gain practice in the skills of interviewing. Stay in touch with contacts and find reasons to reach out - make networking a habit.

4) Research: what fields, organizations, positions, locations, etc. appeal to you and match your criteria?

Depending on your areas of interest, the Career Center has a variety of online resources to assist with your job search planning. Once you have established what you are looking for, it is time to define what type of roles and organizations might be a good fit for you. In addition to asking your network about their roles, it can be helpful to review “What Can I Do With This Major?” and the Occupational Outlook Handbook. The Career Center maintains a list of various career exploration resources to assist you.

Additionally, we suggest reviewing posted opportunities offered on a variety of resources, starting with Handshake, the job and internship board hosted by the Career Center. You can review postings using many resources, including organization websites, LinkedIn, Indeed, Mac’s List, Glassdoor, CareerBuilder, Craigslist, Idealist, PDX/Seattle Pipeline, and other search websites. The Career Center maintains a list of helpful search resources.

Develop a list of employers to contact based on issues/interests:

Organizations in desired location	Potential roles/positions
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

Another strategy is to consider utilizing employment agencies, which have established relationships with organizations to fill certain types of positions.

Using a variety of resources can increase the likelihood of finding relevant positions in your areas of interest.

5) Apply: Submit applications and follow up!

You have 20 seconds to grab the attention of an employer with your application. It is important to clearly and concisely demonstrate your unique knowledge, skills, and abilities. Your resume and cover letter are designed to give a potential employer a quick, concise, and information-rich picture of your skills and experience as they relate to the particular position for which you are applying.

When applying:

1. Tailor your resume to each position, including using keywords from the job description.
2. Write a cover letter specifically for that organization and position.
3. Ask for advice from your network.

It is recommended that you follow up with the employer after submitting your application. General advice is to wait about a week after you submit OR 3-5 days after the listed deadline. You can contact HR, the hiring manager, and/or your contacts at the organization. Be sure to follow the directions listed in the posting,

particularly if they state "No phone calls or emails." You will want to find another way to follow up, ideally using your network.

6) Interview: Prepare for various types of interviews!

If the goal of your resume is to get you an interview, then the goal of your interview is to get you the job. The Career Center has an [interviewing handout](#) that discusses different types of interviews and provides strategies for preparing for interviews.

Below are a few steps to get you started:

- Carefully examine the job description. Review key skills and qualifications, as well as the main responsibilities of the position.
 - Consider why you are interviewing and your qualifications. Be able to describe why you want to work at that particular organization, what skills and knowledge you bring to the position, how it will help you develop, and how you plan to overcome any challenges.
 - Perform additional research on the company and role. Ask your network for advice.
 - Schedule a mock interview with a Career Center staff member. Consider your answers to common interview questions. Practice your speaking voice and body language.
 - Review salary and benefits resources in order to be able to respond to salary questions.
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7) Evaluate & negotiate offers: salary & benefits.

Many people believe that when they're hired for a job, they must accept what's being offered to them in terms of salary and benefits. However, this isn't necessarily the case. In fact, in many cases, workers can successfully negotiate better terms for an offer so they don't end up leaving money or other benefits on the table. But this is only possible if they ask a potential employer for what they want. For you to be successful when negotiating a job offer, you need to approach it in the right way. Below are tips you can use to boost the chances of getting what you want during the negotiation process:

- **Do Your Research** - research the market salary range for the position and find out the organization's pay strategy if possible.
- **Know Your Value** - Understand the value you bring to the company. Tie the value of the salary you are requesting to the impact you will make on the company in a quantifiable manner, and then attach your salary request to this equation.
- **Consider The First Offer A Starting Point** - Don't immediately say "yes," and don't accept the first offer. When you ask for a higher amount, be prepared with reasons behind it, and don't be afraid to ask for more time to consider the offer.
- **Negotiate More Than Money** - Noncash components of the overall offer should be carefully considered. You may be able to ask for a flexible work schedule, additional vacation time, professional development opportunities, and/or the ability to request a review in the first 3 to 6 months.

What to do when you receive an offer:

1. Say thank you!
2. Never say yes or no on the spot - ask for time to consider the offer.
3. If you have other interviews and/or offers, ask for the amount of time you need to compare.
4. Thank them again for the offer and ask if there is any room for negotiation.
5. Review salary/benefit resources to better evaluate offers - see below.

6. Be professional in your response and be able to clearly state why you are asking for what you are asking for - support it with your skills, experience, the market rate for the position.
7. Say yes or no. Let other organizations know if you accept an offer.
8. Celebrate!

Salary Research:

- NACE Salary Calculator: <https://www.jobsearchintelligence.com/etc/jobseekers/salary-calculator.php>
- CareerOneStop: <https://www.careeronestop.org/ExploreCareers/plan/salaries.aspx>
- Occupational Outlook Handbook: <https://www.bls.gov/ooh/>
- Payscale: <http://www.payscale.com>

Cost of Living Calculators:

- Nerdwallet: <https://www.nerdwallet.com/cost-of-living-calculator>
- CNN: <https://money.cnn.com/calculator/pf/cost-of-living/index.html>
- Bankrate: <https://www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx>
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Negotiation Guides for Applications:

- The Balance Careers:
<https://www.thebalancecareers.com/salary-negotiation-tips-how-to-get-a-better-offer-2063439>
- Salary Negotiation Guide from NYU: <https://wagner.nyu.edu/files/careers/SalaryNegotiationGuide.pdf>
- Glassdoor Salary Negotiation Tips:
<https://www.glassdoor.com/blog/guide/how-to-negotiate-your-salary/>

If your negotiation attempts don't pan out, don't get discouraged. Consider what aspects of work culture are important to you and prioritize them as you continue searching. The staff members in the Career Center are available to assist you if you have questions about evaluating offers and reviewing benefits.

The job/internship search can be confusing and feel overwhelming. The Career Center is here to help you along the way. We recommend scheduling an appointment to check in with a Career Advisor as you start your search. Don't hesitate to contact us if you have any questions. Good luck!