



Job & Internship Search

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Know Yourself

Activity: Be able to describe your interests, skills, work values, personality.

- List your top 5 transferable and technical skills.
- Describe how your interests are related to your chosen career path.
- Give examples of how your personality is a fit for the positions you are considering.
- State how your values are aligned with the positions/organizations of interest.
- Take one or more career assessments to identify any of the above.

Know Your Target

Activity: List career fields, job titles and employers of interest.

- Be aware of entry-level job titles and salary information.
- Research employers hiring in your career field - read local newspapers and business journals
- Meet with a career specialist to discuss options and identify resources.
- Meet with a Reference Librarian to conduct industry and employer research.

Goal: *I will name 1-2 careers and 2 potential employer organizations of interest by [date].*

Resume and Cover Letter

Activity: Create a professional resume and cover letter.

- Attend a resume and letter-writing seminar.
- Stop by during Pop-in hours for a quick critique of your resume or letter.
- Schedule an appointment to meet with a Career Counselor for a final review.

Goal: *I will complete or update by [date].*

Interviewing

Activity: Learn and practice interviewing skills.

- Attend an Effective Interviewing seminar.
- Schedule a mock interview to role-play and receive feedback.
- Practice at home using your own webcam.

Goal: *To prepare, I will use the following resources _____.*

Network

Activity: Identify and create a professional network.

- Brainstorm a list of contacts- family, friends, peers, faculty, alumni, past & present employer(s).
- Develop a LinkedIn profile and join the University of St. Thomas Alumni Sharing Knowledge - ASK Group.
- Connect on LinkedIn with professionals, family, and other contacts.
- Search LinkedIn to find names of people within employer organizations of interest.
- Attend Employer Information Sessions.
- Participate in Professional Association meetings both on and off campus.
- Get in touch with St. Thomas Alumni on St. Thomas Connect - through the Alumni Association

Goal: *My goal is to make [number] contacts each week/month. (New and On-going)*

Job Search

Activity: Begin an effective internship or job search.

- Attend relevant Career Center seminars.
- Schedule an appointment to meet with a Career Counselor to discuss a strategy.
- Find possible opportunities on job posting websites.
- Register to participate in the On-Campus Interviewing program to apply for summer internships and full-time jobs for graduating Seniors.
- Attend Job Fairs, e.g. Government/Nonprofit (October), Private Colleges (February), accounting and engineering fairs on-campus
- Use the Career Development Center's website, Career Resources section, to find audio guides, presentations, Guidebooks and Tip Sheets.

Goal: *I will mark off time on my calendar, specific dates and hours, that I will devote to job/internship search activities.*

Resources Mentioned

- Career Development Center: www.stthomas.edu/careerdevelopment
[Job & Internship Listings Seminars & Events, Career Resources]
- University of St. Thomas Alumni Association: alumni.stthomas.edu
- Seminars and Events: www.stthomas.edu/careerdevelopment/events
- Career Resources: libguides.stthomas.edu/careerdevelopment



Rate Your Job Search Effectiveness

Job Search Activities

Which of these apply to you?

- Attend job fairs that are on and off campus.
- Participate in campus career events/programs.
- Make telephone cold calls to employers.
- Respond to job search listings with calls, cover letters, and resumes.
- Write employers of special interest to me.
- Apply directly with potential employers.
- Participate in Student Clubs.
- Utilize UST Library online resources for company and industry research.

Job Leads

Which of the following sources have you used?

- Tommie Careers
- Other internet boards (e.g., MN Council of Non-Profits, Indeed)
- Government job listings
- Talking with fellow job seekers
- Informational interviews

Networking

Who have you talked to about your search...

- Family
- Friends and neighbors
- Past employers
- Past co-workers
- Fellow job seekers
- School counselors
- Professors
- Fellow students
- Volunteer/internship supervisors and staff
- Informational interview contacts
- Campus guest speakers
- Professional Associations

The Interview

Which of these have you done?

- Spent time researching the company before the interview.
- Dressed appropriately for the position.
- Clearly described skills, accomplishments, work experience, education, etc.
- Related the above to the position interviewing for.
- Practice interviewing skills
- Brought copies of resumes and references, portfolio, or other work samples.
- Asked at least 2 good questions that are **not** about wage or benefits.

(The Interview–Continued)

- Jotted down the name and spelling of all who interviewed you.
- Recorded notes of the interview while still fresh.

Follow Up

Have you...

- Sent a thank you letter to those who met with you, expressing your interest and re-emphasizing your fit?

Support

Which have you done...

- Found an experienced person (mentor) to advise you.
- Used information interviews to learn more about your field or obtain job leads.
- Asked permission from your references, and sent them your resume.
- Attended job search support groups.

Effort

Do you...

- Budget a sufficient number of hours to meet your goal.
- Continue to job search even after a hopeful interview.

Scoring:

Give yourself 1 point for each item you checked. Add up your points. How effective is your job search?

39-49 pts. Keep it up, but remember to give yourself a day or two off a week-you are doing a full-time job.

28-38 pts. Good job! Think about some of the ways you may be missing out on job search opportunities.

17-27 pts. Your search is okay, but you may want to include more of the above into your job search to speed up that job offer.

Below 17 pts. Your technique could use some refining. Begin by attending a job search workshop, and meeting with a counselor in the Career Development Center.