

# Job & Internship Search



Find the comprehensive *Job & Internship Guide* on Handshake.

The Career Center is committed to help all students achieve:

**CAREER CLARITY | CAREER COMPETITIVENESS | CAREER CONNECTIONS**

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Finding internships and jobs involve similar search strategies. Persistence, patience, early planning, passion and commitment are your keys to landing great internships and jobs. Use a variety of search methods that involve the following:

## KEY SEARCH STRATEGIES CHECKLIST

### **Start Early**

Begin looking for summer internships and full time jobs in the fall semester; do not wait until the end of spring semester. Recruiting timelines vary by industry and career field, but many companies recruit most heavily in the fall and some positions are posted as early as August. Continue searching in spring semester, as employers also recruit in early to mid-spring semester.

### **What Is Your Target?**

What type of work interests you most--corporate, academic, research, non-profit, etc.? What career fields interests you--technology, sciences, arts, environment, public policy, healthcare, etc.? What are your goals for an internship? See the Preparing for Your Search chapter (p.2) to help identify your target.

### **Utilize Handshake Resources**

- Handshake is an online portal of career resources and job/internship listings for Cal students and alumni.
- Look at internship/job listings that include full- and part-time, on- and off-campus internships and jobs in a wide range of career fields and locations. Organizations that post on Handshake are specifically interested in targeting Cal students and alumni.
- On-Campus Recruiting (OCR): OCR positions are advertised through Handshake, and first-round demand” career fields. Apply early, as interviews begin as early as September.
- View upcoming events such as internship/career fairs, employer info sessions, career workshops, and Career Connections networking events.
- Access Vault Industry and Employer Guides.
- Access GoinGlobal, which includes Country Guides for over 40 countries and a list of H-1B employment visa employers.

## KEY SEARCH STRATEGIES CHECKLIST (CONT.)

### **Search for Listings through Additional Online Resources**

- Employer websites:** Most employers have a “careers” section featuring job and internship listings. Those that hire a lot of college students often have a separate section describing their campus recruiting process for both full-time and internship positions.
- Internship and job listings by career field:** Search the Career Center website for “Job Listing Sites” for a list of resources by career field, and search for “Connecting Majors to Careers” to access lists of resources by field of study. Also explore [internships.berkeley.edu](https://internships.berkeley.edu).
- LinkedIn.com:** Use the advanced search function to explore postings by criteria such as experience level, job function, industry, and location.
- Start-ups: Angel List ([angel.co](https://angel.co)):** Click on Colleges under “More” on menu to see which startups have been co-founded by Cal alumni.
- Professional associations:** Association websites often provide job listings under a “careers” section. Search the Career Center website for the “Career Fields” section to explore professional associations by field.
- On-campus student organizations:** Groups with an academic or career focus may share employment opportunities to members. Search the Career Center website for the “Career Fields” section to explore student organizations by field, and see “Join Student Organizations on Campus” below for other benefits.
- Academic department listservs/email lists:** Employers often share opportunities with academic departments, which are then shared on department emails.
- Employment agencies:** Agencies can connect you to employers and jobs. Be an intelligent consumer; as with temporary agencies, you should not pay a fee to utilize their services.

### **Research Employers and Industries of Interest and Get Organized**

Start a spreadsheet to organize a list of employers of interest. It is often more beneficial to identify specific companies where you would like to work and then contact them directly rather than only respond to posted positions. The majority of available jobs are not posted publicly. It also may be possible for you to create your own internship (see p. 7). See the Networking section on p. 9 to learn how to reach out to employers of interest.

### **See Where Cal Students/Alumni in Similar Major/Career Field are Working**

Ask students in your major where they interned in the past, or research alumni to see where they had employment and where they are working now. Helpful tools include LinkedIn’s Alumni Tool and the @Cal Career Network.

### **Attend On-Campus Career Events**

Meet employer representatives including recruiters and alumni through events such as career fairs, information sessions, and Career Connections networking events. Find a calendar of upcoming events on Handshake.

## KEY SEARCH STRATEGIES CHECKLIST (CONT.)

### **Build and Maintain Your Network**

Make it a priority to build relationships to grow your network. On campus, connect with your professors, GSIs, and peers. Go to your professors' office hours. Graduate students are also a valuable resource, and may have had internships in your field. Broaden your network off campus by connecting with alumni, employers, family, friends, and any other professionals with common career interests. See the Networking section on p. 9.

### **Join Student Organizations on Campus**

There are over 1,000 student organizations at Cal that focus on a wide variety of topics: career, academics, music, arts, languages, sports, etc. The LEAD Center ([lead.berkeley.edu](http://lead.berkeley.edu)) has a comprehensive list of organizations. Get involved to not only build a network of peers with mutual interests, but also to develop transferable skills that employers look for in candidates.

### **Polish Your Resume and Cover Letter**

Make sure to customize your resume and cover letter for each application. Additional guidance and examples are in the Resume and Cover Letters chapter on p. 15-30.

### **Practice Your Interviewing Skills**

Review the Interviewing chapter on p. 31 for advice and practice questions.

### **Unique Strategies for International Students**

In addition to the above, international students should consider strategies on p. 11.

### **Seek 1-1 Support at Career Center**

Meet with a Career Counselor or Peer Advisor at the Career Center to discuss your search process, get feedback on your resume or cover letter, practice interviewing questions, etc. See "Counseling Appointments" for options on [career.berkeley.edu](http://career.berkeley.edu).



## ●●●●● INTERNSHIPS ●●●●●

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Internship opportunities can be found during the academic year as well as during the summer, and may be full-time or part-time. Opportunities may be called an “internship,” “co-op,” “part-time job,” or “summer job,” but what’s important is that it allows you to develop skills and explore a career field.

Internships in many fields are paid. In other fields this may not be the case but the experience may be very worthwhile and you may earn academic credit as “compensation” for your time. For more information regarding your academic credit options and internship resources go to [internships.berkeley.edu](https://internships.berkeley.edu).

### BENEFITS TO INTERNSHIPS

1. A recent study conducted by the National Association of Colleges and Employers found that overall, employers extended job offers to close to 65 percent of their interns—emphasizing that employers use internships as extended interviews for full-time employees and they prefer to hire successful interns over candidates they have just met through interviews.
2. Employers prefer candidates with previous work/internship experience, and it is becoming harder to land a good job without it.
3. Hands-on career experience makes you more marketable: you develop professional skills future employers want and can enhance your academic performance and success.
4. Professional contacts in the field gained through internships can help you with full-time job search and getting ahead in your career.

### DEVELOPING YOUR OWN INTERNSHIP

Many companies have well-established internship programs while others may have roles to fill as the need arises. But what if you can’t find the specific type of internship you are looking for? The answer may be to research and develop your own opportunity.

Review the “Developing Your Own Internship” guide on [internships.berkeley.edu](https://internships.berkeley.edu)

“Internships are a great way for students to jump in and get their feet wet. You really get to know the different parts of a business, and more importantly, figure out what you want to do.”

**Kori Dunaway, T-Mobile**

“Students should expect hands-on experience and to work with different projects, all of which are meaningful work. You won’t be getting coffee, but instead, a wide range of experiences.”

**Kori Kirk, Broadcom Corporation**

### OTHER CONSIDERATIONS

#### WHAT MAKES A QUALITY INTERNSHIP?

Quality internships are project oriented, have specific learning outcomes, supervision, mentoring or professional skill building components, and specific durations.

#### AFTER THE INTERNSHIP

Hold an exit interview with the organization to discuss how things went, what worked, what did not. Keep in touch with your supervisor(s) and colleagues for networking purposes, etc. Tell your story, share your experience with others. Determine how this experience shapes what you want to do or don’t want to do. Update your resume to reflect your accomplishments from your internship(s).



## LONG DISTANCE INTERNSHIP & JOB SEARCH STRATEGIES



For an effective long distance internship and job search, you can use many of the same resources and approaches used in a local job search on p. 4. Use these additional suggestions to maximize your chances:

### KEY STRATEGIES CHECKLIST

- **Research the job market:** Create a list of 10-20 companies in your target location that you would like to work in. Use a variety of sources, including Chamber of Commerce offices, professional associations, the @Cal Career Network, classified ads in local newspapers, and web searches
- **Tap into your network:** Talk with peers, friends, relatives, friends of friends, alumni, or professionals who live in your target location. Ask them for specific names of people or companies that you can contact. Use LinkedIn (pg. 10) to help with your search. Be prepared to clearly articulate your interest both in their company and in the specific geographic region. Make sure to maintain professionalism in all communication with potential employers.
- **Re-establish contacts:** If you are relocating back to your hometown, reach out to colleagues, employers, relatives, and friends who may be able to help.
- **Plan ahead:** If you will visit the area before you move, arrange in-person networking meetings with potential employers and contacts. Use the city where you want to move to as a term in a keyword search in Handshake internship & job listings.
- **Job search section of [career.berkeley.edu](https://career.berkeley.edu)** includes nationwide listings of employment opportunities. Research whether employers coming to Cal career fairs have locations in your target location.
- **Seek out virtual job fairs:** Some allow long distance applicants to submit applications directly to employers. Some fairs also provide a chance to chat with employers live via the web. Ask a friend or relative in the area if you can list their number on your application documents. This helps to show that you are serious about relocating.
- **International search:**
  - Find employment search resources for 40+ countries and overseas employment listings through GoinGlobal (access through Handshake).
  - Reach out to Cal Alumni who are overseas through the UCB Office of International Relations International Alumni Network ([international.berkeley.edu](https://international.berkeley.edu))
  - Alumni Tool in LinkedIn (see pg. 11): Find Cal Alumni located in target locations and reach out for advice.
  - Riley Guide ([rileyguide.com/internat.html](https://rileyguide.com/internat.html)) has international job resources.
  - Search for “Long Distance Job Search Do’s” on [quintcareers.com](https://quintcareers.com)

### Additional Considerations

- **Housing:** Some formal internship programs provide you with housing or resources to locate housing, but others do not. If you are interning away from your hometown, you may need to arrange and pay for your own housing and transportation costs. Talk to your internship employer and/or people who are familiar with that region for housing suggestions. Visit [career.berkeley.edu/internships/inhousing](https://career.berkeley.edu/internships/inhousing) for more housing resources.
- **Financial needs:** Consider if you will need to earn a set income or if you are able to take an unpaid internship and stay with family or friends. If you will need to earn a certain income, consider working part-time in addition to interning (if it’s unpaid or only awards a stipend).



## NETWORKING



Although the term “networking” can sound intimidating, it essentially means having conversations about your interests and skills, and asking for information that may help you in your job or internship search. As a result of networking you may be referred to more people, gain inside information on which organizations are hiring, or get an actual job offer.

Before you start networking, it is helpful to already identify what kind of position(s) you’re seeking and to have inventoried your skills and experiences as they relate to these positions. Taking these steps will help you describe your goals with confidence. Learn more about Informational Interviewing (see p. 2) as a way to network for career exploration.

Ideas to identify or conduct networking opportunities:

- Career Fairs & Employer Information Sessions (see p. 13) allow you to directly interact with employers in your areas of interest.
- Career Connections events are informal events hosted at the Career Center that connect students with local alumni and professionals in various career fields and industries. Check the Handshake calendar for a list of upcoming events.
- Online networks, including LinkedIn (see p. 10) and the @Cal Career Network, are venues to connect with Cal alumni and other professionals in areas of interest.
- Professional associations provide information about job listings, professional development, career services, and current issues in the field through newsletters, listservs, and events. Student memberships are typically offered at a discount. Search the Career Center website for “Connecting Majors to Careers” to identify potential associations in your areas of interest.

### Network Meeting Follow-Up

- Send a thank-you letter as soon as possible.
- Ask for referrals to other people in the field.
- If the contact has expressed interest in an update on your progress, indicate that you will provide one, and then follow through.

### SOCIAL NETWORKING TIPS

- Have fun, but remember: what you post on these sites is fair game for employers.
- What you post now may be on the Internet for years to come and can be re-posted on various forums.
- Check to make sure others haven’t posted incriminating comments or photos of you that are public.
- Use security options on social networking sites. Be aware that some universities offer alumni “.edu” email addresses that, in turn, can be used by alumni employers to log-in to Facebook.
- Use your internet presence as a marketing tool. See p. 10 for guidance on how to leverage LinkedIn to showcase your resume, accomplishments, and skills.



LinkedIn for students: [career.berkeley.edu/Info/LinkedIn](https://career.berkeley.edu/Info/LinkedIn) and [students.linkedin.com](https://students.linkedin.com)

LinkedIn is a platform that houses your living, breathing resume which has the power to connect you with more than 350 million registered users and 3 million jobs/internships around the world. Whether you're a 1st semester freshman or a graduating senior, it is very important to build a great LinkedIn profile and start using this powerful platform to:

- Host your professional online presence
- Explore majors, careers and employers
- Build your network
- Search for jobs and internships

### LinkedIn: Components Of A Winning College Student Profile

- **Photo:** Keep it professional and make sure to smile! (Hint: Dress as if it's your first day on the job in your industry)
- **Headline:** Tell everyone what you are majoring in and what types of careers you're excited about. (i.e., Economics Student at UC Berkeley, Aspiring Financial Analyst)
- **Summary:** Tell your story! Describe what ignites your passion, what you're skilled at, and what's next.
- **Education:** List all the educational experiences you've had including some important coursework.
- **Experience:** List the jobs and internships you have held, even if they were part-time, along with what you accomplished at each.
- **Volunteer Experience:** Even if you weren't paid for a job or experience, be sure to list it. These experiences can be very valuable.
- **Skills:** Add the skills you have developed that are relevant to the types of positions you are/will be seeking. (Recruiter insider tip: do not lead off this list with MS Word – it is assumed you have this skill if you are in college!)
- **Projects:** Highlight relevant class or personal projects you have worked on. Provide photos, links, videos, documents, etc that provided deeper insight into these projects.
- **Recommendations:** Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.
- **Join Groups:** By joining groups in your industries of interest you can meet other professionals, alumni, etc who share common interests. You can learn a lot about your interest areas, including industry trends and news, by connecting to people and groups in LinkedIn.