



THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

Internship and Job Search Strategies

Your job and internship search will require discipline, flexibility, time and hard work, just like your academic career. Use the following steps to create a personalized strategy and allocate time in your weekly schedule to focus on your search. Please reach out to your [Academic and Career Advisor](#) for guidance and coaching.

Your Vocation

Ask yourself how you will share your gifts and talents in the service of others to make an uncommon impact in a common world. Take time to reflect on what calls you to your field of study, and consider how your vocation within your career intersects with your vocation(s) within your family, faith, and community.

Creating Career Contacts and Networking

Spend the majority of your search time developing your network. Start with identifying people you regularly interact with: professors, classmates, friends and family, former employers and supervisors.

- Use CUW Connect and reach out to 3-5 alums per week
- Connect with your network on LinkedIn
- Seek a mentor in your related field
- Create and practice your elevator pitch
- Spend a minimum of 5 hours a week seeking interview opportunities
- Consider joining a professional association

Professional and Digital Branding

Start by updating your Handshake and LinkedIn profiles. Showcase the story (your brand) behind your resume by highlighting your accomplishments, passions, and gifts, in detail. Employers will reference your online presence to learn more about you. Be sure to examine your digital shadow – what are people saying about you online? Review how you present yourself on social media. View your digital presence through the lens of a potential employer. Clean up your social media and view your presence through the lens of a potential employer. Your digital engagement is critical – respond promptly and professionally to all email and messages.

Create a Search Summary and Networking Log

Determine your career focus and what your requirements are in terms of location, industry, size of company. The search summary and networking log aids you in your search and keeps you on track.