Engineering Career Resource Center (ECRC)

Job Search Strategies: Internships and Co-op search
Engineering Career Resource Center

Contact info:
Cedric Brooks, GCDF
Program Coordinator
ECRC ONLINE 1524 (ax1008@wayne.edu)
Searching for a job or internship can seem overwhelming at times.

In this age of endless technology it would seem easier than ever to locate jobs, but that is not necessarily the case.

Knowing tips and tricks for locating opportunities can make the process go much smoother!
Make a Plan

- **Know what you are looking for:**
  - How far can you travel?
  - When can you start working?
  - What types of departments are you interested in working with?
  - How many hours can you work?
  - How will your class schedule fit around a job?

- **What strategies and resources will you use?**
  - What websites/job boards will you use?
  - Who can you network with?
  - Do you have outside resources such as industry referrals to aid in your search?
  - Are there any relevant upcoming events that you can attend (EX: Career Fairs)

- **How much time will spend each week?**
  - Make a schedule – set aside a certain amount of time each week to fulfil your search.
  - Don’t let your search consume your time.
  - Keep in mind your other responsibilities (school, studying, sleep, etc.)

- **Create a job search log**
# Job Search Log

## JOB SEARCH LOG

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>COMPANY NAME</th>
<th>JOB ID OR REFERENCE #</th>
<th>APPLICATION DATE</th>
<th>METHOD OF APPLICATION (JOB BOARD, COMPANY WEBSITE, E-MAIL, IN-PERSON, NETWORKING EVENT)</th>
<th>ATTACHED DOCUMENTS (COVER LETTER, RESUME, REFERENCES)</th>
<th>FOLLOW UP DATE</th>
<th>DATE OF RESPONSE</th>
<th>INTERVIEW DATE</th>
<th>NAME OF INTERVIEWER(S)</th>
<th>THANK YOU LETTER DATE</th>
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Be Ready!

Before you can begin your search you have to make sure you are prepared!

• Evaluate your skills and interests
• Build and edit your resume and cover letters
  – Your resume is your ticket to an interview and needs to be near perfect!
  – *Remember, each position you apply to should have a unique resume and cover letter
  – Linkedin

• Practice your elevator pitch
  – An elevator pitch is a 30 second – 1 minute pitch selling yourself to a potential company. Make sure to highlight your skills, training, education, interests, and job search objective.

• Build up your reference list
  – It is important to have an on going list of professional references when applying for jobs/internships. Make sure your references are up to date, and that your references are aware you are searching!
Part of your job search may (and should) include face-to-face interactions during **networking sessions, career fairs, etc.** Practicing for these encounters is critical for success!

- Take advantage of mock interviews
- Practice communicating with individuals in a professional environment (EX: Volunteer with a local organization and practice introducing yourself and conversing with other volunteers you haven’t met yet)
- Utilize your peers!
The best place to start your search is by targeting **companies and industries that you are interested in working for**. Researching companies can help you to discover other similar companies as well – opening up more options for possible positions.

- **Approximately 75%-80% of jobs/internships are never posted through an online job board**
  - This is why it is critical to visit a company’s specific website on an individual basis to see their specific postings.

- **Start big and work your way down**
  - Go for the dream companies (Ex: Google, Apple) first then do research to see what other companies trickle down from there.

- **Utilize your local Chamber of Commerce for a list of local companies**
Research

• Make sure the company is reputable
  – Use online resources for employee reviews, news articles, Better Business Bureau, etc.

• Talk to your network
  – Utilize your peer and educational network to find out information about particular companies.
Know Your Timeline

• Finding an internship or job in a pinch is nearly impossible if you want a good opportunity. Plan ahead and search far in advance.
  – A general rule of thumb – apply at least a semester before you’re looking to begin working

• If you have requirements that must be fulfilled to work (EX: CPT, OPT) make sure you know the proper deadlines, necessary information, etc. to ensure no delays or complications when you locate a position.

• Be realistic about your schedule
### Sources for landing an internship or job

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<tr>
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<tbody>
<tr>
<td>Agency/Recruiter</td>
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<td>13%</td>
<td>10%</td>
<td>9%</td>
<td>12%</td>
</tr>
<tr>
<td>Direct Approach</td>
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<td>8%</td>
<td>8%</td>
<td>9%</td>
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<tr>
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<td>26%</td>
<td>24%</td>
<td>19%</td>
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<tr>
<td>Newspaper/Periodical</td>
<td>1%</td>
<td>1%</td>
<td>2%</td>
<td>6%</td>
<td>7%</td>
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<tr>
<td>Networking</td>
<td>46%</td>
<td>45%</td>
<td>47%</td>
<td>48%</td>
<td>41%</td>
</tr>
<tr>
<td>Other</td>
<td>7%</td>
<td>8%</td>
<td>9%</td>
<td>12%</td>
<td>12%</td>
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</tbody>
</table>

*Source: Right Management, May 2013. Data from a study of more than 46,000 individuals who received outplacement services from Right Management. For five years in a row, person-to-person networking has been the most effective way to find a new job, while Internet job boards are about half as effective.*
Search Methods

1.) Networking

2.) Job Boards

3.) Direct Approach/Referrals

4.) Agency, Contract Houses

5.) Events
Networking is, and always has been, the very most effective way for landing a job or internship.

• **Networking:** Finding positions utilizing “inside” sources. Networking involves a mutually beneficial relationship. Networking takes effort, patience, and time.

• **Your network includes:**
  – Classmates (current/past), Parents, Friends, Parent’s friends, former coworkers/supervisors, relatives, alumni, recent grads, mentors, faculty, advisors, coaches, administrators, student organizations, casual conversations, employers, guest speakers, Linkedin connections, neighbors, etc. Everyone!
There are endless ways to build your network, but the key is to remain as engaged with various events, organizations, etc. as possible. Utilize your elevator pitch and always be prepared with your resume and goals.

- **Get involved**
  - Student organizations
  - Class projects
  - Research endeavors
  - Campus events

- **Volunteer**

- **Attend local events, seminars, talks, etc.**

- **Join professional organizations**

- **Find your chamber of commerce**

- **Research organizations related to your industry/needs**

- **LinkedIn**
Tips for Networking

- **Keep organized**
  - Maintain a list of new connections
  - Find connections on Linkedin
  - Follow up
  - Collect business cards
- **Remember names!**
- **Follow up**
- **Ask questions**
- **Categorize your connections**
  - Hot Contact: Direct Connection, know personally
  - Warm Contact: Some connection, do not know personally
  - Cold Contact: No connection. Prepare to ask questions. Use elevator speech.
- **Invest in your own business cards**
  - Keep it simple – Name, Program, Contact Info, Goals

John Brown
Mechanical Engineering Graduate Student at Wayne State University
Seeking a competitive internship for Summer 2016
(313) 555-5555 john.brown@fakemail.com www.linkedin.com/john.brown
Job Boards

Use job boards to apply to jobs, but also use them as a point of reference to see what types of companies are hiring in your area.

• Research jobs on job boards that may be out of your area to inventory necessary skills needed for the type of position you are looking for
• Use caution, beware of scams
• Avoid duplicate applications
• Prepare unique cover letters
• Find them on Linkedin
• Find someone in your network
• Don’t forget your campus job boards!
Popular Job Boards

- National Society of Professional Engineers  
  [http://www.nspe.org/resources/career-center/job-board/job-board](http://www.nspe.org/resources/career-center/job-board/job-board)
- Engineerjobs.com  
- CSO – WSU  
• America’s Job Bank—find your State’s job office.
• Andrew Hudson’s Job List—great list of current jobs in the Rocky Mountain region.
• Career Builder—one of the top sites
• Career Jet
• CareerMag.com
• Craigslist
• Colorado Oil and Gas Association—positions available for many occupations
• How Do I BECOME... job search site rankings
• Idealist.org
• Indeed.com—search job sites, newspapers, associations and company career pages
• International Association of Employment Websites—lists job boards and career portals serving virtually every profession in every industry
• Job-Hunt.org
• JobIRN—inside referral network
• Jobs.Net
• Jobs Over 50
• JobMob Search Blog
• Job Search Page—search engine for niche job boards
• LinkUp—this site was recently added to the Department of Labor’s Top 10 List for Job Boards.
• Monster
• NationJob.com
• Simply Hired
• Tools for American Job Seekers—find the most recommended tools in these categories: general job boards, niche job boards, social media job search, career planning and career exploration.
• University Jobs—jobs at colleges in all 50 states and Canada
• Urban Employ—national network of regional job sites
• WetFeet
• Wireless Jobs.org—searches thousands of jobs in the wireless industry from local companies, and updates daily
• Women’s Job List

FOR RECENT GRADS OR CURRENT STUDENTS
• AfterCollege.com
• Campus Career Center—jobs, internships and career advice
• Career Rookie—internships, part-time and entry-level jobs
• College Grad Job Hunter
• CollegeRecruiter.com
• Monster College
• SnagAJob.com—hourly and part-time jobs
Sometimes going directly to the source is the best way to find a position. Most companies today do not want you to show up at their door physically, but they want to be sought out by top talent.

- Remember, many companies do not use job boards or agencies to share jobs.
- Visit the websites of companies you are interested in and see how you can apply.
- If there is no job board – contact their HR department and introduce yourself.
- Showing you are proactive is a valuable job skill!
- Follow up with referrals – fast!
Agencies, contract houses, third party recruiters, and talent management companies can be a huge resource for breaking into large companies. They can be used to find full-time, part-time, and internships.

• **Trust, but learn the facts**
  - Most agencies do not charge job-seekers, but always err on the side of caution and find out their policies first.

• **“Try Before you Buy”**
  - The appeal of third party recruiters is great for companies big and small. When companies need new talent, they can pay agencies to find the best individuals for the positions.
  - Most agencies employ on a contract-to-hire basis allowing the employer to “try before they buy”, so to speak.
  - Most agencies working in this area have high contract-to-hire numbers
  - Many agencies offer job security, benefits, etc.

• **Sponsorship, CPT/OPT**
  - Many agencies are able to offer sponsorship for international students/employees.
WSU works with several third party recruiters that are very reputable in their industry. Key agencies:

• Advantage Resourcing
• Aerotek
• Kyyba
• Brightwing
• Adecco
• D. Diversified Services
Events

There are countless events geared around connecting talent to hiring companies.

- American Center for Mobility (ACM) Information Session on February 3rd 3p
- American Center for Mobility Career Exploration Day on February 23rd 1p
- Automotive Talent Acquisition and Management 2018 Conference (ATAM18): Meet & Greet on February 26th 4:30p
Finding an internship or job opportunity as an international student can be difficult, but there are resources to help you. Start by utilizing online resources, growing your network, and finding organizations in your area that are relevant to helping international employment.

• The Federation of International Trade Technology - [http://careerhq.fita.org/jobseekers/](http://careerhq.fita.org/jobseekers/)