

# Starting Your Internship/Job Search

SI Career Services

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# Where to start?

- Assess what you want to do:
  - Analyze your goals, skills and interests
  - Examine your academic career goals
  - What kind of experience do you want?
  - What are your personal and career goals?

# Gather Information

- Talk with your peers, faculty and alumni about their experiences:
  - Join a student organization
  - Attend SI@Work
  - Attend internship roundtables
  - meet with your faculty advisor
  - attend any alumni-related programs
  - utilize the SI Student-Alumni Network
- Research job posting sites/read job descriptions to learn about different types of jobs, organizations, skills and qualifications

# Resume/Cover Letter

- Begin drafting your resume and cover letter
- Your resume and cover letter should be letter perfect!
  - Bring it in to SI Career Services for review.
  - Once reviewed, post your resume to iTrack.
  - Register and post your resume to Mployment Link at the Career Center

<http://www.careercenter.umich.edu>

# Start to Network!

**Networking has proven to be the most effective way to get a job.**

*From placement data collected on SI graduates, 85-90% reported getting a job as a direct result of networking!*

# Where to Network

- Join a professional and student organization.
- Attend professional conferences
- Join relevant LISTSERVs (examples: chijobs, saa, ala, libjobs, nonprofit tech jobs, sla, asis)
- Attend employer presentations and employer panels at SI, or other schools on campus (Business School, College of Engineering)
- Talk to your peers, faculty and alumni
- Connect with alumni through the SI Student-Alumni Network
- Attend internship and job fairs
- Gather contact information for targeted organizations—through your own contacts, SI career services, iTrack, directly contact organizations

# Most Effective Networking Method...

## Informational Interviews

- Starting statistics...
  - One out of every 200 resumes results in a job offer
  - One out of every 12 informational interviews results in a job offer

## What is an informational interview?

- An expanded form of chatting with network contacts. It's the process of spending time with one of your network contacts in a highly focused conversation that provides you with key information you need to launch or boost your career.

# Potential Results

- Lots of information about career field and skills needed to do that job effectively.
- Management-level personal contacts
- Insight into hidden job market
- Awareness of employers needs
- Find out where you fit into a particular organization
- Refine your interview skills

# Start sending out your resume

- Follow up with network contacts—This includes faculty, peers, supervisors/co-workers, anyone you met at a conference, employers from job fairs, contacts from informational interviews, etc.
- Check job posting sites on a weekly basis
  - iTrack
  - many links on the SI Career Services web page
  - professional organizations' web sites
  - monster.com, wetfeet.com, dice.com, etc.
  - Mployment Link, iMpact
  - targeted organizations' web sites

# Practice Your Interview Skills

- Make an appointment with SI Career Services for a mock interview.
- Meet with a faculty member
- Practice with your peers

# FOLLOW-UP!

- Follow up on resumes you've sent out.
- Follow up with network contacts.

# Interview

- If you've followed these steps and taken a proactive stance in your job search, you will no doubt have interviews before you graduate and/or before the summer.
- Always send a thank you note/email within 48 hours of your interview.

## The final steps...

- Evaluate internship/job offers
- Accept desired job and/or internship!
- Complete the SI Career Services internship survey or placement survey!

**Congratulations!**

# Other UM Career Resources

- Central Campus Career Center (formerly Career Planning & Placement)  
Servicing the entire University of Michigan, The Career Center offers additional assessment tools, forums & career fairs, job postings, and houses a library of job search resources.
- Student Employment Office  
Offers postings for work-study and on-campus temporary student employment.
- University Employment Opportunities  
View job postings for temporary and full-time work within The University of Michigan.
- International Center  
Workshops on visa issues, international job searches and more are offered by the International Center here at U of M. Their office also houses an extensive reference center for students looking to work abroad.
- Ross Business School-Office of Career Development- iMpact--access to job postings, employer contact information. Fee is \$50 for 2 semesters, contact [ocd@umich.edu](mailto:ocd@umich.edu)