

# JOB AND INTERNSHIP STRATEGIES



## Step 1: Clarify Your Career Goals

- Identify your VIPS (values, interests, personality, and strengths/skills), meet with a Career Counselor for support.
- Consider personal preference (geographic location, employer size, work culture).

## Step 2: Identify Your Job Targets

- Research career fields and industries
- Explore occupations, job descriptions and the work involved

## Step 3: Plan and Organize Your Search

- Identify the steps you need to take (application instructions, materials, deadlines)
- Identify helpful resources (like specific job boards and networking opportunities)
- Create a timeline (.xls)

## Step 4: Start An Effective Search

- Tailor your documents, resume, cover letter, and portfolio

## Step 5: Use Multiple Search Strategies & Resources

- Keep in mind that the most successful searches involve a comprehensive approach using more than one strategy. Be sure to use a combination of resources below to help with that search. If you have questions, meet with your Career Counselor to see which strategies work best for your field.
  - Use MustangJOBS
  - Find a Micro-Internship with Parker Dewey.
  - Engage with related clubs, organizations, and professional associations
  - Network at Career Fairs and Networking Sessions
  - Do informational interviews and job shadow professionals in your targeted jobs
  - Access field-specific websites and job boards
  - Consider Diversity/Inclusivity Career Resources
  - Utilize LinkedIn

## Step 6: Prepare for Interviews

- Use our Successful Interviewing guide to help you prepare and perform in interviews
- Practice interviewing with our online resource Big Interview (access through MustangJOBS)

## Step 7: Evaluate Offers

- When receiving written employment offers, read the offer and make sure that you understand all of the details. Various aspects of the offer may be negotiated depending on the industry. Meet with your Career Counselor to determine how to approach salary negotiation. Check out our Evaluating Job Offers handout. You can also view our Job & Internship Exploding Offer Tip Sheet.

