

TIPS FOR A SUCCESSFUL JOB AND INTERNSHIP SEARCH

Where do I find Jobs & Internships?

Online listings

- ✓ Hoya Career Connection through the Career Center site: <http://careerweb.georgetown.edu>
- ✓ CareerLinks: <http://careerweb.georgetown.edu> (contains many search websites)
- ✓ Industry specific websites http://www3.georgetown.edu/career_center/jobs/search/7307.html
- ✓ <http://monstertrak.com>
- ✓ <http://internships.wetfeet.com>
- ✓ <http://idealist.org>

Contact employers directly

- ✓ Search employer websites for job/internship listings
- ✓ Ask about creating an internship if one does not exist
- ✓ Utilize employer directories and industry handouts found in the Career Library
- ✓ CareerSearch: <http://careerweb.georgetown.edu/internships> (on-line employer directory)
- ✓ Internships-USA: <http://careerweb.georgetown.edu/internships>
- ✓ Foreign Affairs Online: <http://www.people.virginia.edu/~rjb3v/rjb.html>

Networking

- ✓ Brainstorm about family and friends who may be networking resources
- ✓ Alumni Career Network: <http://alumni.georgetown.edu>, click on "Career Services"
- ✓ Speak to faculty about job opportunities and who they know
- ✓ Attend on-campus company presentations
- ✓ Attend Career Center networking events
- ✓ Join a professional association and attend events

What Job & Internship Search Steps do I need to take?

Step 1: Find Opportunities

Find job and internship positions you would like to apply for using the suggestions above

Step 2: Research

Learn about the company/industry before applying

- ✓ Visit the company website
- ✓ Speak to alumni who work there
- ✓ Vault.com resources: http://www3.georgetown.edu/career_center/explore/learn/7360.html
- ✓ O*NET Occupational Information Network: <http://online.onetcenter.org>
- ✓ Occupational Outlook Handbook: <http://www.bls.gov/oco>
- ✓ Utilize industry guides found in the Career Library

Step 3: Resume & Cover Letter

Tailor your resume and cover letter to make it specific to the company and position you are targeting. Have them reviewed at the Career Center.

Step 4: Interview

Prepare for your interview (Participate in the Career Center's Mock Interview Program and review interview guidelines and tips http://www3.georgetown.edu/career_center/prepare/interviewing)

INFORMATIONAL INTERVIEWS

One often-overlooked way to learn about a career is the **informational interview**. Contact someone who works in the field you're interested in and ask her what you want to know about her job. Informational interviews don't have to be purely educational. You can also use them to make contacts and possibly uncover job openings. Start with people you already have connections with: friends, family, alumni, professors and internship or job supervisors. The Office of Advancement's **Alumni Career Network** is a database of Georgetown alumni who have volunteered to be sources of information for other hoyas.

Arranging an Informational Interview

Write a letter of introduction. Indicate your interest in your contact's profession and organization and your desire to visit and talk with her about it. State in the letter that you will call within the next several days to make an appointment. This will alert the office of your call and serve as a preliminary introduction. Do not expect the person to call you. You must take the initiative.

Questions You Might Ask

Preparation

- How did you choose this career field?
- What types of experience are essential? Is graduate school important for someone in this field?
- What types of employment or internships would you recommend?
- What are entry-level opportunities in this field?

Present Job

- Describe a typical work week and a typical day.
- What skills or talents are most essential for effective job performance?
- What are the toughest problems you must deal with? What is the most rewarding part of your job?

Lifestyle

- What obligation does your work place on your personal time?
- How much flexibility do you have in terms of dress, hours of work, vacation time, place of residence?

Career Future Alternatives

- How rapidly is your present career field growing?
- If your work was suddenly eliminated, what different types of work do you think you could do?

Job Hunting Strategies

- How do people find out about these jobs? What specific aspects of my background should I highlight or sell the most?
- What organizations would you recommend I pursue? Is there a certain person within this organization whom I should contact first? May I use your name when I contact them?

Nature of Organization

- What is the size and structure of the organization? How would you define the office culture?
- What is the average length of time employees stay with the organization?
- What type of formal or on-the-job training does the organization provide?
- What new product lines and/or services are being developed?
- How does this organization compare/differ with its competitors?

Matching/Selling Your Background to a Specific Organization

- For which entry-level positions would I be best suited? What would be the appropriate way to pursue these positions? Who is the person to whom I address my cover letter? May I use your name when I contact them?
- What is a reasonable salary range for entry-level positions?

After the informational interview, send a thank you note immediately. E-mail and regular mail are both acceptable. Keep a record of your interviews. Names, titles, addresses, dates, and topics of discussion will help you remember who told you what, and how to get in touch with your contacts.