SPRING INTO AN INTERNSHIP

Career Services & Employer Relations
TOP 10 SKILLS FOR JOB CANDIDATES

(2013 NACE SURVEY)

1. Communication
2. Ability to work in a team environment
3. Problem solver, decision maker
4. Organization, ability to prioritize
5. Ability to obtain and process information
6. Ability to analyze data
7. Technical knowledge related to the job
8. Computer software proficiency
9. Ability to create/edit/read written reports
10. Ability to sell or influence others
HOW DO I GET THIS?

- Summer Internship
- Research (REU)
- Co-op
- Rose-Hulman Ventures (CS/SE especially)
- Part-time work
- Volunteer Work
- Campus Involvement
Finding Opportunities
(Networking)

- **On Campus** (career fairs, information sessions, faculty and staff)
- **Online** (professional and social networking sites)
- **On the job** (mentors, supervisors, co-workers)
- **On the go** (conferences, workshops, professional organizations)
ON CAMPUS RESOURCES

- **eRecruiting** (we average less than 10 applicants per job posting)

- Career Services has contacts at more than 2500 companies!

- **Spring Career Fair is April 17th** (75 companies so far)
  - You have to do more than just ATTEND a career fair, you have to actually TALK to people!
E-RECRUITING

- www.rhit.experience.com

- Make sure you have your most updated resume set as your primary

- Make sure your profile is updated

- Are you viewing the weekly emails we send out?
ON-LINE RESOURCES
LINKED IN

- www.linkedin.com

- LinkedIn is a PROFESSIONAL networking opportunity - it is NOT Facebook

- The goal is to connect with people you DON’T know, or those who are in a position that can help you

  1. Create a Profile
  2. Join Groups
  3. Set email alerts for jobs
  4. Connect with people
  5. Research Companies
  6. Get Recommendations
ONLINE RESOURCES
USEFUL WEBSITES

- www.internships.com
- www.internweb.com
- www.internmatch.com
- www.indeed.com
STEP 1: DO YOUR RESEARCH

- Spending 20-30 minutes looking at a company’s website is not research
  - Know the company and it’s products
  - Know the company’s top competitors and why
  - What are they known for?
  - Have they been in the news lately?

- Potential interns who get noticed in an interview or from a cover letter are the ones who put in the time and do the research.

- They won’t take you seriously, if you don’t take the job search seriously
Writing an Initial Email

- Being unfamiliar with a company’s product, web site, or whatever your dream company’s mission is, is fatal—because they’ll know.

- You must be able to tell them what you can do for the company, and why you’re the best choice. In order to effectively do that you have to know a great deal about the company, their products, and have an unwavering belief in yourself and your abilities.

- Prepare an answer to the question, ‘why should I hire you?’
STEP 2: REVIEW YOUR RESUME

“A resume with nothing but coursework is not going to get picked up. You have to have something extra that shows you have real passion” (recruiter at Google)

Customize your resume to a specific job or company

- **Objective Statement** (Write specifically to a job description or at least the company)
- **Skills** (not just computer)
- **Specific courses** (upper-level, project-based, electives)
- **Experience** (jobs, research, projects)
- **Involvement** (clubs, sports, activities, volunteer work, etc.)
STEP 3: WRITE A COVER LETTER

- Even if the job posting doesn’t require one, do it anyway!
- Write it specific to a company and/or job posting
- If you are going to use a “generic” letter, you are wasting your time
- Try to address a person, not “To Whom It May Concern”
- Tell them why they should hire YOU
- Connect the dots- why are you the perfect candidate for the job?
STEP 4: NETWORKING

Networking means someone helped you get the interview or got your resume noticed by HR.

The rest is still up to you!
STEP 5: CONTACTING YOUR NETWORK

- Everyone you know needs to know you are job searching, and what you are searching for. Write them, call them, email them, Facebook it!

- Send them your resume so they can start marketing you
- Ask them if they know of any companies that might still need an intern
- Ask them if they have any contacts you could send your resume to
STEP 6: THE FOLLOW-UP

► Try to find personal contacts at the companies you are applying to (Career Services can help you with this)

► Within a week of a formal application submission, send a follow-up email expressing your interest and if they need any additional information from you

► Also ask when they plan on making a hiring decision

► Use the date they provided you as a timeline to do a second follow-up email
YOUR SOCIAL MEDIA PROFILES

70% of U.S. hiring managers have rejected an application based on finding information about the applicant online. (Microsoft study)

- How you look online will often be an employer’s first impression of you.

- Check your Facebook, MySpace profiles and make sure your pictures, comments, etc. don’t share anything you don’t want an employer to find.

- Google yourself and see what you can find!
SPECIFICALLY FOR JUNIORS

Before you return in the fall:
- Get your resume updated
- Upload new resume into eRecruiting
- Update eRecruiting profile, status, JOB INTENT

Once you get back to campus:
- Come see Career Services!
- Start watching for jobs and interviews on campus
QUESTIONS?