



# JOB & INTERNSHIP SEARCH

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## STEP 1: PREPARE

- ❖ Meet with a Career Advisor in Albers Career Center
- ❖ Assess your interests, skills & goals
- ❖ Research employers/industries
- ❖ Develop a record keeping spreadsheet to track progress

## STEP 2: SEARCH

- ❖ Utilize online resources (see page 2)
- ❖ Seek opportunities from professors, family, friends, classmates, & student orgs.
- ❖ Conduct Informational Interviews with people in the field or companies of interest
- ❖ Participate in On-Campus Recruiting
- ❖ Attend Company Information Sessions
- ❖ Attend Career and Job Fairs
- ❖ Review weekly job/internship email newsletter from ACC
- ❖ Search websites of desired companies

## STEP 3: APPLY

- ❖ Prepare resume & cover letter
- ❖ Seek advice on application materials from Career Advisor or people in the industry
- ❖ Prepare a list of 3-4 references
- ❖ Submit application materials based on company instructions
- ❖ Track submitted applications on personal record keeping spreadsheet

## STEP 4: FOLLOW UP

- ❖ Follow up with employers and network contacts
- ❖ Send thank you notes to people with whom you speak/meet
- ❖ Prep for interviewing

# RESOURCES

## Job Search Sites

- [Handshake](#)
- [Indeed.com/SimplyHired.com](#)
- [LinkedIn.com](#)
- [Idealist.org](#) (non-profit)
- [Internships.com](#)
- [wellfound.com](#) (startup jobs)
- [Campus Point](#)
- [Glassdoor](#) (company reviews, salary reports, interviews, etc.)
- [O\\*Net Online](#) (job-specific research tool)
- [Vault.com](#)

## Off-Campus Networking Organizations

- [LinkedIn](#) (contacts, Find Alumni, groups)
- Seattle U Alumni Association
- Toastmasters (public speaking, networking) ([toastmasters.org](#))
- [Seattle Chamber of Commerce](#)—Young Professionals Network
- Industry Professional Associations (i.e., [American Marketing Association](#))
- [Meetup.com](#)
- Seattle Networking Guide ([iloveseattle.org](#))
- Young Professionals of Seattle

## Recruiting Agencies\*\*

- Kelley Services
- Volt Workforce Solutions
- Two Degrees
- Accountemps/Robert Half
- Rylem
- Corestaff
- Parker Staffing
- Another Source
- Terra
- Creative Circle

\*\* This is just a sample list and the ACC does not formally endorse any of these agencies

## On-Campus Job Opportunities

- Campus Bookstore
- Public Safety
- Transportation/Parking
- Information Technology
- Athletics
- Admissions
- Student Center/Activities
- Conference & Event Services
- Chartwells Food Service
- Housing & Residence Life
- Center for Service & Community Engagement
- Various academic depts.
- Lemieux Library