

Internship & Job Searching

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The internship and job search process might seem overwhelming, but by following an organized plan of action, you will be successful. We recommend setting aside a few hours each week and thinking about your job search as if it were another class in your schedule. Begin early, as many employers recruit for summer internships and full-time jobs as early as September.

The steps below will help you organize your search and set small goals and deadlines for yourself in terms of how many companies you research, how many job applications you submit, how many informational interviews you conduct, and how much time you devote to following up with companies and opportunities.



Getting Started

Keywords and Search Terms

When you begin your internship and job search, it is important to have a set of keywords and phrases to use. Create a list that includes the following:

- **Job Titles:** Identify 5-7 job titles minimum that you are interested in, as there are many different title variations and companies and industries frequently use different terms.
- **Action Verbs:** Add 7-10 verbs, phrases, or work activities that you want to perform at your internship or job. Examples might include: lead, monitor, evaluate, write, present, coordinate.
- **Transferable Skills:** Include 7-10 soft skills, leadership skills, and/or transferable skills of aspects of the job that are important to you. Examples might include: teamwork, collaboration, detail-oriented.

Use resources like [O*NET OnLine](#) and [MyPlan's Career Database](#), along with reviewing postings on [LinkedIn](#) and [Handshake](#) for ideas.

Aligning the Job Description with Your Resume and Navigating ATS

As you start identifying internships and jobs of interest, themes will begin to emerge. As you near graduation, it is also common to have 2-3 different resume versions, where you might elaborate more on one job versus another, or rank the order of your bulleted descriptions differently in alignment with these themes. You want to make sure that you use similar phrases from job descriptions you are interested in, in the resume version aligned with that type of position.

The more key words you use from the job description, the stronger a candidate you will be in the eyes of a hiring manager. In addition, if you create a username and password to upload your resume to a company website, this indicates that the company is using an Applicant Tracking System (ATS). With ATS, your resume will be ranked and scored compared to the job description. This tells you that you will appear higher on the candidate list if you closely align your resume with the key words and phrases included in job description.



Career Services can help you with this! After you find a few job postings, try your best at updating your resume and then schedule an appointment (bringing both the job posting and your resume) and we can review it together.

Create an Industry and Company Target List

To conduct a comprehensive internship and job search it is recommended to search in at least **2-3 industries**. An industry is a group of businesses that produce the same good or service. Every company has one primary industry.

For each of your industries, develop a target list of 15-20 companies that you would be interested in working for. For each of these companies:

- Follow them on Handshake to stay updated when they post a job for Fisher students and alumni.
- Follow their social media accounts, especially LinkedIn, for updates and potential job insights.
- Create an account on their jobs or company pages and subscribe to a search agent for jobs of interest.
- Actively visit their company website monthly to monitor internship and job postings.

Handshake's [My Career Interests](#) is a great place to start exploring industries. [Buzzfile](#) is a site that can help you identify employers that hire your major by state.

Industries vs. Job Functions

Take time to select industries and job functions that interest you on Handshake's [My Career Interests](#) page. By selecting at least 2-3 industries and at least 5 job functions of interest, you will get curated and recommended internships and jobs on your Handshake [homepage](#) and receive outreach from employers interested in hiring you.

Industries are the type of business that the company or organization is a part of, how they earn their revenue, or the type of service and support provided. For example:

- If you are interested in sports, consider industries under the **Arts, Entertainment & Recreation** section.
- If you are interested in fashion, consider **Retail Stores & Trade, Manufacturing, or Interior Design** industries.

Job function is the type of work you would do at the internship or job, regardless of which industry the organization is a part of. Did you know that most job functions exist in every industry? As you review job functions, think about the type of work you would enjoy doing for 40 hours per week. How do you want to spend your time and what do you want to work on? For example, using the same examples from above:

- If you are interested in sports, related job functions might include: Advertising, Marketing & PR, Business Development, Community & Social Services, Customer/Technical Support, Education/Teaching/Training, Entrepreneurship, Fundraising & Event Management, Marketing, Operations/Production, Political Organizing/Lobbying, Product/Project Management, Recreation/Fitness, Sales and Other.
- If you are interested in fashion, explore these job functions: Administration, Advertising, Media & PR, Business Development, Consulting, Customer/Technical Support, Design/Art, Entrepreneurship, Environmental and Sustainability Management, Fundraising & Event Management, General Management, Logistics & Supply Chain, Marketing, Political Organizing/Lobbying, Product/Project Management, Purchasing, Sales, Other.

Where can I find internships and jobs related to my interests?

Handshake

You should make it a weekly habit to check Handshake for new internships and jobs. Career Services reviews hundreds of internship and job postings each week from companies that want to hire Fisher students and alumni, so there are always new options.

Your Handshake [Homepage](#) will show suggestions based on jobs you favorited, applied to, and based on your Career Interests profile. Think of it as the Netflix of your job search- the suggestions will change as you take more action on them!

Search for jobs using the filters and then save your search to make searching easier in the future. When using filters, less is more. Focus on either industry, job function, or key word, rather than all three at once.

For more tips and advice, check out [these](#) Handshake suggestions for searching for internships and jobs.

LinkedIn

Many employers actively post internships and jobs on LinkedIn's [jobs](#) section. Schedule job alerts to get postings emailed to you periodically.

Indeed

[Indeed](#) is another popular job search site. Check out [this guide](#) on how to use Indeed in your search.

Idealist

Interested in non-profit jobs? [Idealist](#) is the #1 non-profit job search (and volunteering) website.

Government jobs

If you are interested in working for a federal government agency, [USAjobs.gov](#) is the best place to search and apply. In addition, make sure to go to each agency's website, as not every agency posts on USAJobs.gov.

[GoGov.org](#) is a great site that explains how to search for, interpret, and apply for jobs with the federal government.

<http://>



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Job Search Websites Based on Career Interests



Non-Profits/Education

<https://www.idealists.org>
<https://www.schoolspring.com/>
<https://www.workforgood.org/>
<https://www.opajobs.com/>



Sales/Business/Marketing

<https://www.salesjobs.com/>
<https://www.ama.org>
<https://careercenter.afponline.org/jobs/>
<https://www.efinancialcareers.com/>
<https://jobs.shrm.org/>
<http://www.talentzoo.com>
<https://salesgravy.com/>



Fashion

<https://stylecareers.com/>
<https://fashionista.com/fashion-careers>



Freelance

<https://www.upwork.com/freelance-jobs/>
<https://www.guru.com/d/jobs/>



Startups

<https://angel.co/jobs>
<https://www.ventureloop.com/>
<https://www.builtinboston.com/Greentown Labs>



Animation/Game Art

<https://jobs.gamasutra.com/>
Curated websites



Design

<http://www.dakotadesignstaff.com/joblistings>
<https://www.coroflot.com/design-jobs>
<https://workingnotworking.com/search/jobs>



Internship Specific Sites

[Data Incubator Data Science Fellowship](#)
[Adelante Summer Internships Abroad](#)
[Make School Summer Academy](#)
[Internships.com](#)
[Disney Internships](#)
[WayUp](#)
[City Internships](#)



Remote

<https://remote.io/>
<https://www.flexjobs.com/>
<https://www.internfromhome.com/postings>



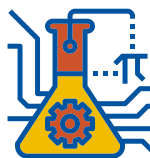
Entertainment/Media/Music

<https://www.stage32.com/find-jobs>
<https://www.productionhub.com/jobs>
<https://www.mediabistro.com/jobs>
<https://www.mandy.com/uk/jobs>
<https://jobs.prsa.org/>
<https://linktr.ee/musicjobs>
<https://www.entertainmentcareers.net/>



International Jobs

[American Trainees in France](#)
[Council on International Education Exchange](#)
[Overseas Jobs](#)
[Transitions Abroad](#)
[My World Abroad](#)



STEM

<https://jobs.massdigitalhealth.org/>
<https://people.rit.edu/gtfsbi/Symp/premed.htm>
<http://www.greencareeradvisor.com/>
<https://careers.massbio.org/>
<https://www.healthcarejobsite.com/>



Research Jobs and Internships

[HigherEdJobs.com](#) Search: Labs & Research
[ScienceCareers.org](#)
[Pathways to Science](#)
[National Science Foundation \(NSF\)](#)
[Research Internship in Science and Engineering \(RISE\) in Germany](#)
[American Heart Association Summer Undergraduate Research Fellowship](#)
[NIH Bioengineering Summer Internship Program \(BESIP\)](#)
[Summer Undergraduate Research Experience \(SURE\) at USC](#)
[Summer Research for Undergraduates at Northwestern University Materials Research Science & Engineering Center](#)
[Los Alamos National Laboratory](#)



Additional Sites

<https://www.linkup.com/job-seekers/>
<https://www.coolworks.com/find-a-job>
[Google for Jobs](#)
[Glassdoor](#)
[Monster](#)
[Top Niche job search sites](#)
[Best sites to find a job in any industry](#)

Professional Associations and Job Searching

Professional associations are organizations in which working professionals and students connect based on a shared career field or industry. These organizations are dedicated to sharing career advice, industry best practices, trends and insights, resources, technology, news, and opportunities to network. Many also have job boards dedicated to open positions in that field, which they make available as a benefit of membership.

If you have a strong interest in a certain field, it's a good idea to identify professional associations to follow in that field and to regularly check out their resources and job boards. Often, professional associations offer student discounts for memberships, to make them relatively low cost (or even free) for those interested in entering that field. Below, you will find additional identity-related professional associations and resources.

Resources for Students with Disabilities

- [ABILITYJobs: abilityjobs.com](http://ABILITYJobs.com)
- Association on Higher Education and Disability: ahead.org
- Getting Hired: Jobs for People with Disabilities: gettinghired.com
- [JAN \(Job Accommodation Network\): askjan.org/index.cfm](http://JAN (Job Accommodation Network): askjan.org/index.cfm)
- Work Without Limits: workwithoutlimits.org
- National Organization on Disability: nod.org
- National Business & Disability council: viscardicenter.org/services/natl-business-disability-council/
- Disability:in : disabilityin.org
- [Equal Employment Opportunity Commission \(EEOC\) ADA Information Line: www.eeoc.gov](http://Equal Employment Opportunity Commission (EEOC) ADA Information Line: www.eeoc.gov)
- ADA National Network: www.adata.org; phone 1-800-949-4232
- [AccessComputing](#) (for computing fields)



DIVERSEability Magazine: This magazine celebrates the advancements and achievements of people with all types of abilities. Topics covered include: Employment, Business, and Education for today's Diverse-Abled Community. Subscribe for free to this magazine [here!](#)

Professional Associations for Students of Color

- [List of Black Professional Associations and Organizations](#)
- [African American Organizations to Know](#)
- [List of Hispanic Professional Associations and Organizations](#)
- [Latinx Organizations to Know](#)
- [Asian American Organizations to Know](#)
- [National Council of Asian Pacific Americans \(NCAPA\)](#)
- [Native American Organizations to Know](#)
- [Tribal Organizations](#)



Resources for LGBTQ+ Students

- www.progayjobs.com
- workplacediversity.com

Resources for International Students

- [Embassy](#) offers information about foreign embassies and resources around the world
- [Foreignborn.com](#) connects you to U.S.-based companies looking to hire foreign-born staff
- [Internationalstudent.com](#) has resources for international students and students studying abroad
- <https://www.myvisajobs.com/> allows you to review annual visa reports and search employer or visa job databases to find employers that sponsored students with your skills or occupation in the past.



Job Searching at Events

Career Fairs

Career Services hosts career fairs on campus or virtually, through Handshake. Many companies and organizations are invited to meet Fisher students and alumni. At a career fair, you can network with company representatives or recruiters to make connections and share your resume.

Some companies will ask you to formally apply on their website after meeting you at an event. Therefore, it's recommended to research who is coming and apply on their website ahead of time, as well as meeting them at the event. The more times you meet with an employer, the more interested and engaged you will seem, leading recruiters to remember you more easily.

When you attend career fairs, you should do the following:

- Research the company before you attend. Be able to answer the questions "what do we do?" and "why are you interested in working here?" in case you are asked. This allows you to be seen as informed and proactive.
- If there are any jobs posted on the company website, apply before, or directly after, you meet the recruiters.
- Search to see if they posted jobs on Handshake. If so, make sure you apply on the company website **and** through Handshake. Sometimes, there are different managers accessing resumes through each location.
- Send a thank you note to the recruiter for your conversation (hint: don't forget to ask for their name and email) and reiterate your interest in the organization. Connect with them on LinkedIn, making sure to personalize the note and referring to your introduction at Fisher College's career fair.
- Follow up two weeks after you meet a recruiter. Send an email reiterating interest and asking about next steps.
- Continue following the company on Handshake and LinkedIn, along with applying to new jobs that get posted.

Did you know? Major cities, like Boston, will sometimes have open career fairs that you can attend. Many companies are also beginning to host their own career fairs where you can attend, meet recruiters, and learn about career opportunities. [Eventbrite](#) will also frequently advertise career fairs that are open to the public.

Events Listed on Handshake

Make sure that you regularly (we recommend weekly) check out the [events posted on Handshake](#). Companies and organizations are advertising events specifically for Fisher College students and alumni to attend. All of the events posted are free, and include options like:

- **Company Information Sessions or Open Houses:** Used to introduce you to a company, industry, and jobs.
- **Career events and panels:** Allow you to learn about different career paths, receive tips for success, and more.
- **Case competitions:** These events allow you to participate, share expertise, and develop skills. Companies sponsor these as a way to get to know your experience and skills in a related experiential learning setting.



At these events, make sure that you network. If the event is in person, go up to the speaker to introduce yourself, share something you learned, and provide them with your resume when you express interest in a job with them.



If tuning in virtually, make sure you are networking in the chat box (if one is available). Introduce yourself, your career interests, and share your LinkedIn profile to connect with other attendees. If a company representative shares their LinkedIn profile, make sure you connect with them. When you do, share where you met them and ask for a follow up conversation, or informational interview, when you personalize the connection request.