INTERNSHIP & JOB SEARCH STRATEGIES

OFFICE OF CAREER SERVICES

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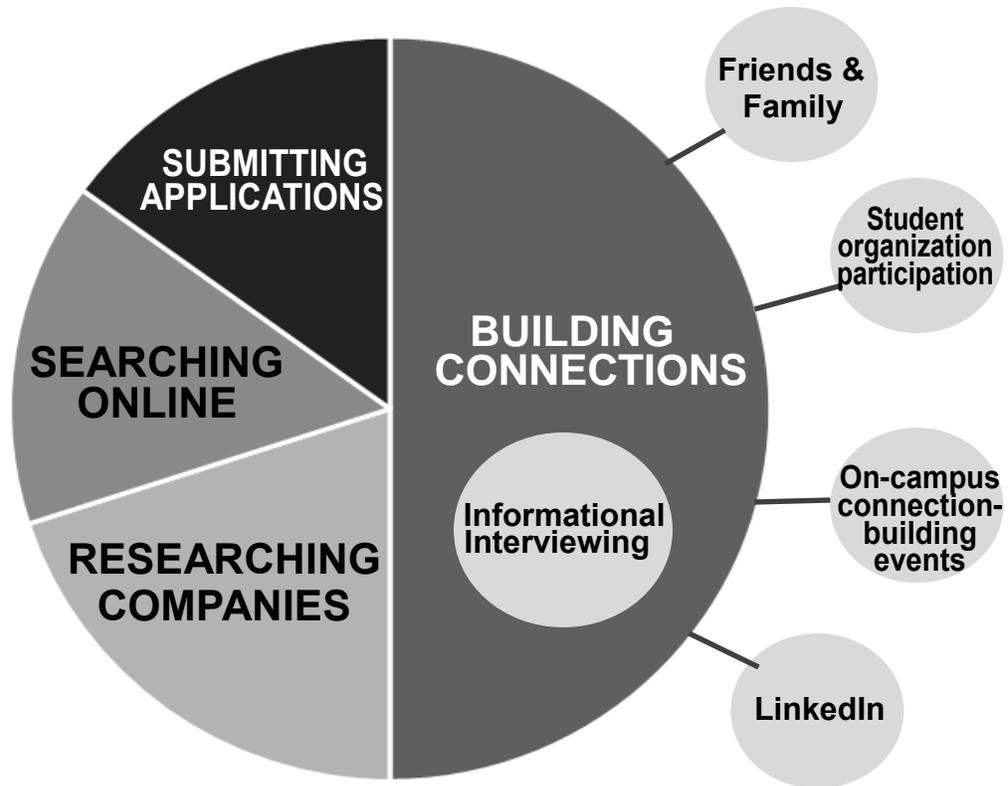
BUILDING AND LEVERAGING CONNECTIONS

80% of candidates get their interviews through relationships and connections. Companies are more likely to pull your resume out of a stack of resumes, or invite you to an interview if they recognize your name, or if someone they know recommends they look at your resume.

When leveraging and building your connections, the idea is to reach out to, or build connections **based on information gathering.** For example, you might reach out to a professor you know and ask her/him if they know of people or companies related to your areas of career interest who could give you information on how to find out about upcoming job postings or to find out how to stand out in the application process.

See reverse side for connection-building strategies.

RESEARCHING COMPANIES

Use the **Employer Directory** tab on **Handshake** to identify companies who hire your major or are related to your industry(s) if interest.

Use **company websites** to learn more about the company.

Use **LinkedIn** to research or follow companies of interest.

SEARCHING ONLINE

Use the **Job & Internship Search** tab on **Handshake** to view professional opportunities posted by companies who want to hire UT students for internships and jobs.

Use **company websites** to search for online postings.

Use **LinkedIn** to search for job postings.

APPLYING

Every company has a different application process. Some might require you to upload documents, others might have you send you application materials via email.

Be sure to read application instructions carefully, and follow them.

INFORMATIONAL INTERVIEWING

One of THE best and most common ways to build a connection, learn about careers of interest, and help you figure out the best career options for yourself.

Identify people in roles that are interesting to you and request a 30 minute conversation where you ask questions that help you gather information, narrow down career options, and build solid connections. Step by step instructions at:

ut.edu/career, Click Resumes & More, Click Networking & Informational Interviewing

FRIENDS & FAMILY

Take a chance and test this out. Ask your friends and family, including friends' parents and parents' friends, who they might know that is working in your career area of interest. If they know someone, this is an opportunity for you to set up an informational interview, or simply ask your family/friend connection tips on internship/job searching in your interest area.

CAMPUS ENGAGEMENT

UT has hundreds of opportunities to join clubs, organizations, leadership groups, intramurals, and professional associations related to your interests!

Getting engaged on campus provides the opportunity to build connections and learn about opportunities related to you internship/job search interests.

Check out ut.edu/CampusLife/ for ideas!

ON-CAMPUS CONNECTION-BUILDING EVENTS

We call this area the "low hanging fruit" because on-campus networking events are place where company reps go because they want to connect with you! They are here to meet UT students and build connections related to future internships and jobs.

Career Services hosts Career & Internship Fairs, networking events, and company information sessions. For a list of upcoming events, visit Handshake.

Many campus student organizations employer networking events as well.

LINKEDIN

Use LinkedIn to showcase your academic experience (coursework, projects, research, campus involvement) and/or your internship experience.

Connect with people you know, and use LinkedIn to see if your connections are connected to representatives in your companies of interest. Your connection could introduce you to company representatives via email, where you can gather information about the company, or a role you are interested in.
ut.edu/career, Click Resumes & More, Click Using LinkedIn