

Job and Internship Search Strategies

- ❑ **Register in Handshake to apply for jobs and internships posted for MGA students and alumni.**
 - ❑ Go to mga.joinhandshake.com and create a profile, Upload your resume so that employers can access it
 - ❑ Search listed postings for jobs and internships.
 - ❑ Create a Handshake Job Alert to get new postings in your email – Click “Get Email Alerts”
 - ❑ Search the Employers menu to research possible employers. Use “Favorites” feature.
 - ❑ Use the Center Center resources menu to access resume writing, interviewing, and other handouts
- ❑ **Schedule an appointment with a career advisor via Handshake by going to “Career Center” and “Appointments.”** This appointment helps ensure that your resume and search strategy are on point.
- ❑ **Research career fairs, employer networking events, and campus interviews in Handshake.**
- ❑ **Need career options? Take the Focus 2 Career Assessment, available on the mga.edu/ccld website.**
 - ❑ Meet with a career advisor to discuss your assessment results and your career plans.
- ❑ **Target your resume AND cover letter to match each opportunity. Write cover letters even when optional.**
 - ❑ First, create a comprehensive resume with everything you’ve done so that you can quickly pull out related jobs, projects, volunteer, and internships and action phrases that match the job you want.
 - ❑ Then, study job description for the position in which you want to apply (including transferable skills and job duties) and tailor the resume and cover letter you submit for that specific application/position.
- ❑ **Develop lists of employers for your preferred geographic area and search openings on the specific employers’ websites**
 - ❑ Use the CCLD’s What Can I Do With This Major website to identify employer types
 - ❑ Use Google to find specific employers (e.g., public relations firms in Atlanta, pilot training programs, etc.)
 - ❑ Outreach to employers that interest you even if they do not have any job openings advertised
 - ❑ Use the employer directory in Handshake to research over 500,000 employers.
- ❑ **Keep a spreadsheet of applications you submit including the date you applied to stay organized.**
- ❑ **Set an alert/reminder to follow up on applications you submit after two weeks.**
- ❑ **Create email alerts on job search aggregator sites including LinkedIn, Indeed, and Google.** These sites allow you to pull jobs from company websites that fit your parameters. This technique will help you look beyond sites with name recognition.
- ❑ **Create a LinkedIn (www.linkedin.com) account and start your professional social network by using the Alumni Tool.** Your LinkedIn account is an online version of your resume that allows you to expand your professional network. Search for “Middle Georgia State University” to connect with alumni in your field. Recruiters also use LinkedIn to find potential hires.
- ❑ **Conduct informational interviews to expand your network.** Many job and internship opportunities are not advertised. Use LinkedIn to search for people who work in your field of interest or at your dream employer. Asking for a job is annoying, but asking for advice is flattering. We coach you on sending those requests.
- ❑ **Alert everyone in your network of your search goals (CCLD, professors, advisors, family, social media, groups, etc.)**
- ❑ **Research and use niche industry or professional association job boards.**
- ❑ **Research staffing agencies in your area or within your industry.** As long as they charge the employer and not job seekers, these organizations are often the way to get your foot in the door for full-time employment.
- ❑ **Do your research before an interview or networking event.** Know as much as you can about the company and opportunities so that you can articulate why you want to work for them. Prepare a list of open-ended questions as well.
- ❑ **Use social media to research companies and find job openings.**
 - ❑ Follow your favorite organizations on Facebook, Twitter, and LinkedIn
 - ❑ Search on Twitter using #jobs, #careers, #recruiter, #internship, #careerfair
- ❑ **Update your professional wardrobe by visiting The Professional Closet on the Macon or Cochran campuses.**
- ❑ **Practice your interview skills with a mock interview when invited for an interview.**
 - ❑ Schedule an appointment with a career advisor through Handshake.
- ❑ **Follow-up after job interviews.** Follow-up includes an email or hand-written thank you note sent to the employer within 24 hours of the interview. Emails are timely and allow the conversation to continue.
- ❑ **Build and increase your experience.** Write a blog; create a social media presence or weekly podcast on an area of expertise; look for freelance opportunities. Stay active and work part-time or volunteer until you find the job you want.

