



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Where Are All the Jobs? Job and Internship Search Strategies

Case Career Center
Fall 2008





LEARNING OUTCOMES

- **New Knowledge**
 - Provide information that will help you advance your job or internship search
 - How & where to search (strategies)
 - Resources & tools to use
- **Increased Skills**
 - Ability to create a strategy & set measurable goals
 - Ability to evaluate progress using an action plan
- **Modified Behavior**
 - Events to attend
 - Timeline & action steps



OVERVIEW – JOB SEARCH STRATEGIES

- **Get organized**
- **Compile basic tools**
- **Assess your situation & refine your goals**
- **Research companies & organizations**
- **Apply to current openings**
- **Network!**
- **Attend appropriate programs & events**



GET ORGANIZED

- Dedicate time to your search every day
- Dedicate a space in your home
- Organize a binder or folder specifically for your job search
- Create a professional outgoing message for voicemail or answering machine
- Organize your application materials – cover letters, resume, reference list, writing sample, transcripts, etc.



COMPILE BASIC TOOLS

- **Resume**
 - You may need more than one depending on the positions you're applying for
- **Cover letters**
 - Develop a basic letter that you can customize for each position
- **Goals & record keeping system**
 - Track your progress with Excel
- **Interview suit**
 - Professional & conservative



ASSESS YOUR SITUATION & REFINE YOUR GOALS

- **Reflect on your target job or internship**
 - What coursework have you enjoyed?
 - What industries interest you?
 - Are you targeting a specific location?
 - What skills would you like to develop/enhance?
- **Set goals according to a timeframe**
 - Are your goals attainable at your current level of skills, experience, education, etc.?
- **Research current salaries in your field**
 - Use [First Destination Survey](#) results and [other resources](#)
 - Consider cost of living in your target location



RESEARCH COMPANIES & ORGANIZATIONS

- Start by making a list of 30 target organizations for further exploration
- Online resources
 - [Dunn & Bradstreet Million Dollar Directory](#)
 - [Vault](#) Online Career Library
 - Hoover's
 - [Going Global](#)
- Location-specific resources
 - [Crain's Communications](#) publication in your target city
 - Chamber of commerce in your target city



APPLY TO CURRENT OPENINGS

- **Case CareerLink**
 - On-campus Interviewing (OCI)
 - Job postings - open, not conducting interviews on campus
- **International & Nation-wide**
 - Internships-USA
 - Going Global
- **Local**
 - ClevelandIntern.net
 - Summer on the Cuyahoga
- **Other opportunities**



NETWORK

- **What is it?**
 - Simply put, talking to people, exchanging information, building relationships
- **Why do it?**
 - Uncover the “hidden” job market where jobs are filled by word-of-mouth
 - Increase your number of connections
 - Enhance understanding of your field



- **With whom?**
 - Inner circle: Family, friends,
 - Intermediate circle: Classmates, faculty, student club advisors, alumni, professional organizations, career counselors, even your dentist!
 - Outer circle – people that your inner and intermediate circle know
- **When?**
 - Constantly.
- **How to begin**
 - Prepare a 30 second commercial
 - 10 people you want to network with – If you don't know those people, who do you know who might?

UPCOMING WORKSHOPS

- **Volunteer at the Career Fair – prep workshop**
 - Monday, September 27, 5:30 – 6:00 p.m., Nord 410
- **Making the Most of the University Career Fair**
 - Guest Presenter: Mike Yee, GE
 - Monday, September 27, 6:00 – 7:00 p.m., Nord 410



THE BIG EVENT

- **University Career Fair**
 - Thursday, October 2, 11:00 a.m. -3:00 p.m., Veale Center
 - Volunteers get in 30 minutes early
 - Over 130 organizations registered; research who's coming that interests you
 - Dress professionally, bring your resume

MORE WORKSHOPS

- **Tell me about a time when . . . Behavior-Based Interviewing**
 - Wednesday, October 8, 6:00 – 7:00 p.m., Nord 410
- **What's Networking Again? Networking as a Strategy for your Job or Internship Search**
 - Thursday, October 9, 11:30 a.m. – 12:30 p.m., Nord 410



AND STILL MORE WORKSHOPS

- **How to Research & Find Practicum & Internship Opportunities**
 - Guest Speaker: Grace Bell
 - Thursday, November 6, 11:30 a.m. – 12:30 p.m.
- **Legally working in the U.S. – How do I do that?**
A workshop for international students
 - Guest Presenter: David Leopold, Attorney
 - Friday, November 14, 12:30 – 2:00 p.m., Nord 310 A & B
- **I don't have a job yet . . . Help!**
 - Tuesday, December 2, 11:30 a.m. – 12:30 p.m., Nord 410

TIMELINE & ACTION STEPS

- **September**
 - Get organized
 - Compile basic tools
 - Get familiar with Case CareerLink, including OCI deadlines
 - Set SMART goals - specific, measurable, attainable, realistic & timely
 - Attend relevant workshops



- **October**

- Attend the Career Fair on October 2
- Research companies & organizations
- Apply to current openings
- Network!
- Attend appropriate programs & events
- Participate in On-campus Interviewing (OCI) October 13 – November 21
- Familiarize yourself with Career Center resources
- Attend Information Sessions (Don't forget to introduce yourself to the presenter, if you're interested!)
- Fall Break – October 21 & 22 – Follow up with employers from Career Fair



- **November**
 - Research companies & organizations
 - Apply to current openings
 - Network!
 - Attend appropriate programs & events
 - Thanksgiving Break – November 26 & 27 – network with family, friends, and their network
 - Follow up and monitor your progress



- **December/January**

- Exams are Dec 9 -17. Focus. Don't let your grades slip.
- Use your Holiday Break to . . .
 - Apply for current openings
 - Network & shadow
 - Identify any obstacles
- Classes begin January 12
 - Visit the Career Center if you need help
 - Think about Plan B



- **Spring Semester**
 - Research companies and organizations
 - Apply to current opportunities
 - Network
 - Attend appropriate programs and events
 - Attend the Get Experienced! Career Fair
 - February 2, 2009, 11:00 a.m. – 3:00 p.m., Adelbert Gym
 - Participate in Spring OCI
 - February 16 – April 27
 - Monitor progress
 - Commencement – May 17



FINAL THOUGHTS

- Career Center staff are available by appointment or during walk-in consulting hours.
- 2008-09 Consulting Hours
Monday-Thursday 11:00 a.m. – 2:00 p.m.
- For the most updated information on programs and events, visit the Career Center website!
<http://careercenter.case.edu/>