

Internship & Job Search

1

Narrow Your Focus

- In what industries do you wish to work?
- Where do you aim to live?
- Which types of organizations fit you best?
- What responsibilities interest you most?
- Who could support you in your search?

2

Establish a Timeline

- Determine when your industry recruits by asking your Career Coordinator, faculty members, and industry professionals.
- Start early; recruiting for summer internships and post-graduation jobs begins as early as September.
- The average search takes three to six months.

3

Develop a Wish List of Employers

- Learn which organizations frequently hire students from your major(s) by reviewing Business Career Services' Annual Reports.
- Visit Iowa State University's LinkedIn page and analyze alumni data.
- Utilize local organizations, such as a chamber of commerce, to view top hiring employers and member directories.
- Attend events to network with participating professionals.
- Ask for recommendations of employers from members of your network.

4

Identify Resources



Job Boards

- Bookmark the job boards of each of your wish list employers; when possible, setup job alerts.
- Leverage CyHire, Iowa State University's exclusive recruiting tool.
- Access LinkedIn's job board as well as join industry groups.
- Identify professional associations for your industry; view their resources.
- Locate job boards connected to your geographic areas of interest; resources are also available for fully remote positions.
- Search for tools which support your unique personal identity.
- Utilize large search engines: CareerBuilder, Glassdoor, GoInGlobal, Indeed, Monster, SimplyHired, ZipRecruiter, etc.



People

- Connect with professionals on your wish list: alumni, talent acquisition team members, and people in roles which interest you.
- Conduct informational interviews to gain advice and develop internal advocates.
- Ensure members of your network know you are seeking a position and have a copy of your resume.