

JOB SEARCH PROCESS

PREPARATION

SET YOUR INTENTIONS

- Reflect on your interests, skills, and experiences. What type of experiences are you seeking? Why? What do you have to offer?
- Determine the industries and skills you want to explore or develop. Clarify with online research and your network.
- Write down your priorities, especially for location, part- or full-time work and job functions.

POLISH YOUR PRESENTATION

- Tailor your resume, cover letter, references and other application materials to the specific organization and position.
- Check that your public social media presence is what you want recruiters to see.
- Make sure your voicemail greeting is professional and clear.
- Update your Handshake and LinkedIn profiles – see pages 47-48 for more information.

GET ORGANIZED

- Make an accountability system for yourself—set weekly goals and put time in your calendar for applications.
- Create an Excel spreadsheet to keep track of your applications. Include columns for Position Title, Organization, Location, Source for the Posting, Position Description, Application Deadlines, Status of your Application, Pros and Cons, etc.
- Create a file naming system to ensure you send correct and updated materials.

ACTIVE SEARCHING

LEVERAGE YOUR NETWORK

- Start with USD's Torero Employer and Alumni Mentors (T.E.A.M.) online platform. Get flash mentoring from a volunteer mentor! See page 54 for sample introductions.
- Attend events: Torero Treks, graduate school and employer information sessions, and career fairs. Visit sandiego.edu/careers/events.
- Connect with faculty, advisors, supervisors, family and peers in person, via LinkedIn, or informational interviews for advice and connections. See pages 45, 49 and 54 for more.

APPLY TO POSTED OPPORTUNITIES

- On Handshake and other job search sites like Career Shift or Idealist, create search agents for relevant job posting notifications.
- Many companies will not notify you of the status of your application. The job posting may have information about their timeline and process in the posting. Only reach out after the application deadline and/or three weeks have passed since you applied.
- See page 49 for a sample message to follow up on a job application.

ASK COMPANIES OF INTEREST

- If there's an organization you would like to work with, check their website for career information.
- Leverage your network or initiate an informational interview with someone who works at the organization. You can also contact the Human Resources department at the organization to ask about hiring cycles and openings.



CAREER FAIRS

With an average of over 80 employers, career fairs are organized every fall and spring and allow students to connect with the employers directly, obtain information on internships and full-time positions, and network with recruiters.

TOP 10 NETWORKING TIPS FOR A CAREER FAIR

1. Research participating companies that interest you. Reach out to alumni at the companies you are most interested in for information and insight.
2. Prepare a 30-second elevator pitch and practice it on InterviewStream (<https://sandiego.joinhandshake.com/articles/1402>) with friends or in the mirror.
3. Attend Career Café to practice your pitch, have your resume reviewed by an employer and improve your LinkedIn profile.
4. Prepare three questions you can ask each employer based on your research to spark dialogue. Avoid the question “What does your company do?” as this should be answered in your research.
5. Print 10-15 copies of your one-page resume.
6. Plan out the order you would like to meet employers.
7. Bring a padfolio or notebook to take notes.
8. Get a business card or correct name and spelling for contacts.
9. Take notes immediately after each conversation.
10. Follow up with employers via email or LinkedIn messaging to thank them for their time. Ideally mention a few points that were discussed in the conversation and reiterate your interest in the position and/or company.



ELEVATOR PITCH COMPONENTS

1. Your name
2. Your major and class level
3. What type of position you are seeking (internship, full-time work)
4. Knowledge of company and why something you learned during research interests you
5. Skills and experience you offer
6. A specific question about the organization to open the conversation based on the research completed



30-SECOND ELEVATOR PITCH SAMPLES

Hi, my name is Alex Torero. I'm a sophomore at the University of San Diego, and I am majoring in Communication Studies. I am looking for a summer internship in San Diego in public relations or event planning. I noticed on your website that you currently have an opening for a wedding planner internship. The description mentioned you are looking for someone who has event planning experience and attention to detail. As an intern with the alumni association, I have helped coordinate logistics for the USD Wine Classic for more than 200 alumni for the past two years. Can you tell me more about the qualifications you are seeking in an intern?

Hi, my name is Taylor Torero. I am a junior at the University of San Diego majoring in electrical engineering. My background includes coursework in electrical circuits and digital system design. I am looking for an electrical engineering internship for this coming summer. I know your company recently added a new wireless communication product, and I am really interested in this area. I wanted to stop by today to say hello and learn more about this opportunity.





POTENTIAL QUESTIONS TO ASK EMPLOYERS

As you speak to recruiters, be respectful of their time and other students who may be waiting.

- What types of positions are you recruiting for today?
- Are there any special qualifications for these positions?
- What types of people do well in your organization?
- What kinds of skills are most important to your organization?
- Do you have a summer internship program? Where is the best place to apply?
- What opportunities are available for someone with my background?
- What should I be doing now to prepare myself for a job in this field?
- How can I follow up on the status of my application? Or what is the best way to follow up with you?
- What is your hiring process like?



DURING THE CAREER FAIR

- Start out talking with organizations that aren't your top employers to help reduce anxiety. Become comfortable with your pitch and then move to the top three companies on your list.
- Take notes after each conversation and ask if the representative will provide a business card.
- Provide a copy of your resume at the end of your conversation with companies that interest you. Select companies are not allowed to collect paper resumes or application materials; do not get discouraged if a company refuses to take your documents.
- Save questions about salary and benefits for individual conversations after a large career fair. It is appropriate to ask if the company offers paid or unpaid internships.



AFTER THE CAREER FAIR

- Send a thank you email within 24 hours to each organization, reemphasizing your interest in their organization (examples on the following pages).
- Follow the recruiter's instructions, including applying for positions through the company website before following up.
- Connect with your employer contacts on LinkedIn.
- Meet with the Career Development Center to devise a strategic plan to follow up with each organization or for help on potential interviews.

CAREER FAIR THANK YOU EMAILS

SAMPLE #1

Dear Mr. Jones,

1

Thank you for taking the time to meet with me at the University of San Diego Career Fair today. I appreciate your time and attention.

You were extremely thorough in explaining Target's customer service and marketing trainee program. As a junior marketing major with previous experience in retail, I am confident that I would be an asset to your team and Target.

I applied through Handshake as you recommended, and have also attached my resume. I look forward to visiting the Target in Point Loma to speak with you further about the management trainee program.

Thank you for your time and consideration.

Sincerely,
Blake Torero
ttorero@sandiego.edu
(619) 260-1234

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SAMPLE #2

Dear Sam,

Thank you for meeting with me yesterday at the University of San Diego Career Fair and discussing the summer camp counselor position at Camp Onaway. I enjoyed meeting you and learning more about your experience as a summer camp counselor. Our conversation strengthened both my enthusiasm for the position and my interest in working for Camp Onaway. I am confident my liberal arts education and experience working with teenagers fits well with the job requirements, and I am sure that I could make a significant contribution to the organization.

3

As you suggested, I have completed the online application process and look forward to the next steps. I want to reiterate my strong interest in the position and in working with you and the staff at Camp Onaway. Again, thank you for your time and I look forward to hearing from you.

Sincerely,
Riley Torero
riley.torero@sandiego.edu
(619) 897-1234

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IMPORTANT NOTES

- 1 An email follow up is preferred to a phone call.
- 2 Include your contact information in your signature.
- 3 Do not ask to have lunch, coffee or a meeting with the recruiter.
- 4 Attach your resume as a PDF file.