

# Job/Internship Search Strategies



There are various means and methods to finding a job or internship. You will find the most success if you conduct a comprehensive search using many strategies and resources.

## Narrow Your Search

- What type of work are you seeking?
- What are your interests, values, skills, and talents? What are your passions?
- What type of work environment would help you learn about yourself and gain work skills?
- What is a typical entry-level position in the industries you're interested in?
- What are various position titles you could search for?

## Prepare Effectively

- Research the industry and employers of interest.
- Be committed and active in your search.
- Identify your skills and specific examples that demonstrate each skill.
- Practice communicating effectively.

## Know What Employers Want

### Top 5 Personal Qualities/Skills Employers Seek:

(According to National Association of Colleges & Employers (NACE) "Job Outlook 2013" survey)

- Communication skills (both with customers and fellow employees)
- Teamwork skills
- Decision making and problem solving skills
- Planning and organizational skills (prioritizing tasks)
- Ability to collect and process information

## Strategies For Finding Job Openings

- College and Career Center Website – [www.unihigh.org/ccc/jobs](http://www.unihigh.org/ccc/jobs)
- Irvine Youth Employment Services – (949) 724-6741
- General Job Boards such as:
  - Jobs: [www.indeed.com](http://www.indeed.com), [www.simplyhired.com](http://www.simplyhired.com), or [www.craigslist.org](http://www.craigslist.org) (please be cautious with these sites)
  - Internships: [www.internships.com](http://www.internships.com) or [www.internqueen.com](http://www.internqueen.com)
- Industry Job Boards – Visit the CCC website (under Job Search) for a list of job boards specific to your industry
- Company Websites – Search for companies in your industry (Google Maps is great for this!) and explore their websites for openings. If you don't see any openings, send an email to the company's general email address. Introduce yourself, inquire about job openings in your function, and attach your resume.
- Walk Around - Often the best way to find jobs appropriate for high school students is to visit places you usually frequent (stores, restaurants, offices, etc.) and inquire about opportunities. Be sure to bring your resume.

## Summer Jobs

If you're looking for a summer job, you may want to begin applying as early as April. Many college students get out of school before high school students and will get a head start on the job hunt if you're not paying attention.

## The Hidden Job Market

Search for both advertised and unadvertised openings. **Approximately 80% of jobs are never advertised!** Be proactive and take initiative to uncover opportunities. This is why networking is so vital to the job search process. See the back of this page for networking strategies.

# Networking Strategies



## What Is It?

A recent Gallup study discovered that 93% of jobs are found through networking! Although networking is often thought of as a formal activity, it is more a way of life. Networking is not manipulating others. Rather it is making use of genuine relationships to create a mutually beneficial network of people or resources. The benefits of networking involve, but are not limited to, finding employment, getting promoted, and/or obtaining useful resources to help you meet your goals.

## Where/How To Network

### FRIENDS AND FAMILY

Start with people you already know. Ask your friends and family about opportunities or connections. Teachers, counselors, club advisors, and coaches can be a great resource as well. Even your hairdresser, dentist, or barista, might be able to put you in touch with the right person.

### INFORMATIONAL INTERVIEWS

Valuable career information can be gathered by talking with working professionals in positions or companies that interest you. After meeting you, they are more likely to inform you of opportunities (see CCC Informational Interviewing guide for more information).

### EVENTS/INFO SESSIONS

The College and Career Center hosts a variety of career events and speakers throughout the year where you can talk with professionals directly. Events include the Career Speaker Series, Career and Job Fair, College Visits, Workshops, and more.

### INTERNSHIPS

Interning at a company is a great way to potentially transition to a paid opportunity. Internships are difficult for high school students to obtain due to labor laws. But if you are able to secure an internship, be sure to talk with as many people in the company as possible, even if they're in an unrelated department. You never know what information they can provide.

### ASSOCIATIONS/CONFERENCES

Professional associations can put you in touch with like-minded professionals who are interested in networking. Further increase your business connections by attending professional conferences on related topics, searching association websites for job opportunities, and reading association publications for current trends.

## The Elevator Speech

Before venturing off into the world of networking, it's important that you identify who you are and what you are looking for. If you entered an elevator with your career idol, what would you say before they exited on the 10th floor? How would you make an impression and create an opportunity to meet with them again?

1. **Who You Are** – Including the school you attend and subjects that interest you
2. **Your Experience** – The jobs, internships, activities, clubs, etc., that are relevant to the information you are seeking
3. **Your Interest** – Discussing what lead to your interest in the industry adds a personal touch that differentiates you
4. **What You're Looking For** – What information are you seeking? Job opportunities? An informational interview?

Now try to fit all of this into 30 seconds or less. Being both thorough and succinct demonstrates your excellent communication skills. Practice enough so that you remember all your points while sounding natural and relaxed.