

SUB 1, Room 348, 703-993-2370

## JOB & INTERNSHIP HUNTING TIPS

1. **Start early and plan for the hunting to take time and hard work.** (3 to 6 months from the time that you begin your preparation and begin hunting). Successful job hunting requires effort. "The best job getters get jobs!"
2. **Think broadly** and beyond your "major." Think about the *skills* you have to offer and learn about the jobs and industries that will appreciate your skills and benefit from the motivation that your *interests* provide.
3. **Use several job search methods** (see below) to maximize your options: networking/personal contacts, Career Network contacts, directories of potential employers, PatriotJobWeb (job & internship listings and online Resume Books), job listings in print, job/internship fairs, online job postings, etc.
4. **Get advice; use your resources to prepare.** Learn from faculty/students/alumni how they found their jobs/internships; meet with your Career Counselor; attend preparation workshops, read **Moving On**; use <http://careers.gmu.edu> "links" to resources. Think "six degrees of separation" and let everyone you know hear about what type of opportunity you are seeking so that they can refer you to someone they know and so on...

Search Method	Advantages	Tips
<b>PatriotJobWeb:</b> Mason's online job and internship listings	Employers are listing internships, part-time, coop, and full-time opportunities for Mason students. You can forward your resume electronically and include it in Resume Books. Employers can search for Mason students using Resume Books. Viewable 24-hours/ day. Gives access to targeted job bulletins subscribed to by University Career Services.	<ul style="list-style-type: none"> <li>• Register and create your profile</li> <li>• Get feedback on your resume before posting it</li> <li>• Publish resume in "Resume Books"</li> <li>• Create up to 10 "saved searches" to get notified by email about new jobs</li> <li>• Review tips for searching jobs &amp; internships; read announcements</li> <li>• Keep your resume and profile data up-to-date</li> </ul>
<b>On-Campus Interviewing Program</b>	Employers come to campus to interview you. Easy way to make contact with employers if you are chosen for interviews. Helps you begin your job hunt well before graduation. Mainly for graduating students seeking full time permanent positions Some employers use this strategy to screen students for internships.	<ul style="list-style-type: none"> <li>• Begin <b>early</b> in the semester</li> <li>• Attend employer information sessions</li> <li>• Research employers – it counts during the interview</li> <li>• Not selected for an interview? Contact the employer directly, if you're qualified for the position</li> </ul>
<b>Networking</b> Personal contacts and members of professional associations	It IS whom you know! Contacting folks who know you is extremely helpful for finding jobs that are never advertised. You can get your foot in the door by contacting faculty, relatives, former employers, fellow students, alumni, etc. <b>The #1 way to find a job.</b>	<ul style="list-style-type: none"> <li>• Hone interpersonal skills to make effective contacts</li> <li>• Use tips in <b>Moving On</b> articles on interviewing professionals for career information &amp; networking</li> <li>• Develop &amp; practice a networking script</li> <li>• Ask people you know for referrals</li> <li>• Attend group gatherings to make contacts</li> </ul>
<b>Professional Associations</b>	By joining a professional association related to your career field of interest, you have an accessible group of professionals with whom to network and you can keep up-to-date with what's happening in the field.	<ul style="list-style-type: none"> <li>• Typically, membership costs are up to half price for full time students</li> <li>• Look for appropriate associations that have inexpensive local gatherings for networking and career information</li> <li>• Refer to networking tips</li> </ul>
<b>Career Network Online</b> Mason's alumni/friends database	Mason alumni and others have volunteered to help YOU! Go to the web site <a href="http://careers.gmu.edu/cn">http://careers.gmu.edu/cn</a> to get contact info and guidance on making contacts.	<ul style="list-style-type: none"> <li>• Prepare questions in advance</li> <li>• Search the database</li> <li>• Practice your approach and communication skills</li> <li>• Refer to networking tips</li> </ul>

<b>Search Method</b>	<b>Advantages</b>	<b>Tips</b>
<b>Job, Internship, and Career Fairs</b>	Opportunity to have face-to-face contact with many employers at once. Employers come to our campus Fairs because they want to meet with Mason students. Lots of materials and programs to help you to prepare. Employer information available online before and after the fair day.	<ul style="list-style-type: none"> <li>• Prepare to make a good impression; view the Job Fair prep video; dress professionally</li> <li>• Learn about employers from the job fair web site.</li> <li>• Once a year events—don't miss the one you need!</li> </ul>
<b>Printed Job Listings</b>	Can see a variety of positions in newspapers, newsletters, and on bulletin boards at a glance. May help you to figure out the types of job categories that work best for your hunt.	<ul style="list-style-type: none"> <li>• Use listings to identify required skills and verbs to help target your resume</li> <li>• Use as a tool to research salary and hiring trends</li> </ul>
<b>Web Surfing</b>	Allows you to locate a wide variety of resources that may not be readily available elsewhere. Also may capture new sites more quickly. Often links you to other university sites that have good, appropriate resources.	<ul style="list-style-type: none"> <li>• Web hunting requires patience to navigate a variety of sites and review listings; read carefully</li> <li>• Apply your research skills; use various words to search a topic and be specific</li> <li>• Eliminate temp files from your computer periodically to minimize advertisements</li> <li>• Beware of sites that market products</li> <li>• Always check the "last updated" date</li> </ul>
<b>National Online Job Listings and Resume Books</b> e.g., MonsterTRAK	Useful as a strategy in combination with other strategies. Can view listings at any time on a variety of sites. The more technical your credentials, the more potential you have for being uncovered in online resume books.	<ul style="list-style-type: none"> <li>• Sites focused on <u>specific</u> job areas are more productive</li> <li>• Develop a strategy for searching</li> <li>• Highlight technical skills</li> <li>• Carefully decide which resume books to use on which sites</li> </ul>
<b>Third Party Recruiters Staffing Firms Private Employment Agencies</b>	May present options unavailable under other circumstances. May save time by having an agent working on your behalf. Especially useful for temporary or contract employment.	<ul style="list-style-type: none"> <li>• Ask about fees; read all contracts; be cautious; avoid recruiters with a fee to you</li> <li>• Take initiative; research the hiring authority</li> <li>• Be aware of pressure to accept jobs outside your objective or expertise</li> </ul>
<b>Public Employment Agencies</b> e.g. Virginia Employment Commission	Service is free. Job listings are online. Many job search preparation/support activities provided.	<ul style="list-style-type: none"> <li>• Most jobs not targeted to college students; clarify your objective</li> <li>• Use all related services regularly</li> </ul>
<b>Employer Web Sites</b>	Can view and apply directly to current job listings.	<ul style="list-style-type: none"> <li>• Bookmark your preferred employer sites</li> <li>• Tailor your resume to specific jobs</li> </ul>
<b>Internal Campaigning</b> Using volunteer, internship, co-op positions to market yourself	A form of networking that allows you to get into organizations that hire from within for full time permanent positions. Gives you an opportunity to demonstrate your skills and knowledge. Makes you a "known entity."	<ul style="list-style-type: none"> <li>• Commit yourself to outstanding performance</li> <li>• Network with individuals throughout the organization</li> </ul>
<b>Direct Mail Cold Calling Walk-ins</b>	May demonstrate your enthusiasm and permit you to bypass the HR Department screening process to get to a decision maker. May make a favorable impression in some industries.	<ul style="list-style-type: none"> <li>• Use prep materials in <b>Moving On</b></li> <li>• Carefully research/identify appropriate organizations and contact people</li> <li>• Be aware that it takes a large number of contacts to produce small results</li> <li>• Remember to use the yellow pages to develop contacts as well as the resources in the Career Library</li> </ul>
<b>Directories</b> of potential employers	Printed and online directories can help you to find potential employers and internships in particular industries, and/or in particular areas of the world/nation. Mason Libraries and Career Services have a variety of directories to help you identify organizations to research.	<ul style="list-style-type: none"> <li>• Use to gain information on potential employers</li> <li>• Finding organizations that fit your interests and skills will be the first step in uncovering work/internship opportunities</li> </ul>

### The Bottom Line:

**Use as many different strategies as you can for maximum results.**

# PRINTED & ONLINE RESOURCES FOR ...

## Identifying Potential Employers & Getting In-Depth Information About Potential Employers

### Professional Associations

#### National Trade & Professional Associations

Available in Career Services Library,  
Yellow Section and Fenwick Reference desk

#### Associations Unlimited

Available online at

<http://library.gmu.edu/resources/databases.html>

•click on A under the Alphabetic Listings and go to Associations Unlimited

### Alumni

#### Career Network Online

Available at <http://careers.gmu.edu/cn>

#### George Mason University Alumni Directory

Available in Career Services Library,  
Yellow Section

### Listings of Resources

Pick up a copy of one of the “Where to Start ... Career Resource Lists” in the Career Services Library or go to <http://careers.gmu.edu>, pull down students, click on Career Library, and click on “Where to Start... Career Resource Lists” for a listing of resources that can be helpful for your major.

### Directories of Companies & Other Potential Employers

Directories available in the Yellow Section, University Career Services Library

- *The Metropolitan Washington DC JobBank 2000*, published by Adams Media Corporation - Listings of employers organized by industry - provides contact information, website addresses, common positions, common backgrounds, benefits, special programs and locations.
- *Washington Job Source*  
Listings of employers organized by industry - provides contact information, website addresses, number of employees. Also lists quick references for websites, job hotlines, and top companies in industry.
- *Congressional Quarterly’s Washington Information Directory* (also available at the reference desk in Fenwick & Johnson Center, F192.3.W33)  
Listings of employers organized by industry - provides contact information, website addresses, descriptions of organization.

- *Washington 2001* (p.221)  
Listings of employers organized by industry - provides contact information, website addresses, number of employees.
- *Federal Jobs: The Ultimate Guide*  
Listings of Job Openings & Job Leads
- *PatriotJobWeb*  
Stop by University Career Services to register (one-time \$10 fee). After registering, go to <http://careers.gmu.edu> - pull down students & click on *PatriotJobWeb*

### Internet

- *PatriotJobWeb*, (see above)
- <http://careers.gmu.edu> - click on “Links” & then on “Find A Job”
- Job Bulletins\*-available in University Career Service Library and on PatriotJobWeb. Some bulletins have ids & passwords that change on a regular basis. They are available in *PatriotJobWeb*- key word search “bulletin” or by calling 993-2370.
- Websites of Professional Associations - See information above on locating professional associations in your field. Professional Associations frequently have job openings listed on their website.
- Search engines

### Publications

- *Job Choices* (free copy for seniors)
- Job Bulletins\* (available in University Career Services Library) -published on a regular basis; contain job and internships openings
- Internship Books - There are a number of books located in the Career Library that have names of employers who offer internships on a regular basis. These can provide good job leads. For a complete listing go to <http://careers.gmu.edu/library> and click on the Internships button

### Career Services Job Bulletin Subscriptions (also available online through *PatriotJobWeb*)

Job Bulletins*	Published
Current Jobs for Graduates	Bi-weekly
Current Jobs in Art	Bi-weekly
Current Jobs in Management & Business	Bi-weekly
Current Jobs in Writing, Editing & Communications	Bi-weekly
Current Jobs International	Bi-weekly
Liberal Art News	Monthly
Opportunities in Public Affairs	Bi-weekly
Environmental Career Opportunities	Bi-weekly
International Careers Employment Weekly	Bi-weekly
The Jobs Book	Bi-weekly

## NETWORK or NOT WORK: THE CHOICE IS YOURS

*“Networking is fast becoming not just a helpful tool for career success, but also an essential skill for career survival.” (Networking for Everyone)*

### WHAT IS NETWORKING

- **Structured Networking Events** include information interviews, professional conferences, job fairs, and other professional gatherings.
- **Unstructured Networking Events** include social events and gatherings such as parties, weddings, and restaurants, bars where networking is not the main focus.

### WHO CAN HELP

People you know or have access to who can give you advice, information, referrals, additional contacts, introduce you to people with information about job openings or people who can hire you or introduce you to someone with hiring authority. Potential networking contacts include (add your own):

**Career Services Contacts:** GMU University Career Services (*PatriotJobWeb*, Alumni Career Network), employment agencies, recruiters, and employment offices (state and local, career and job fairs)

**Education Contacts:** Your professors, advisors, coaches, and classmates from high school, college and graduate school. GMU Alumni Career Network.

**Personal Contacts:** Your family, friends, acquaintances, social clubs and organizations, community groups, and religious organizations.

**Work Contacts:** Your co-workers (current and former), supervisors, colleagues (clients, customers, team members, consultants etc.)

**Professional Contacts:** Professional or Trade Associations, networking groups, conferences, seminars and conventions.

**Multimedia Contacts:** E-networking methods include participating in virtual communities, corresponding with newsgroups, professionally affiliated listservs and chat rooms. Since e-networking takes place by e-mail, being able to communicate effectively in writing is important.

### WHERE TO START

- **Assemble self-marketing materials** including resume, reference list, letters of recommendation, cards, portfolio, and other promotional literature.
- **Construct a personal pitch** – A personal pitch is a brief script - 30 to 60 seconds that introduces you and your situation. Pitch your strengths, current work /student role and your skills, education, expertise, interests, and accomplishments, clarify what you want or are looking for.
- **Initiate contact** in person, by e-mail, letter or phone. Don't be afraid to ask for help. People are willing to help. Be persistent.
- **Stay in touch** with your network with regular phone calls, email, holiday greetings and thank you notes. If you keep in touch, they are bound to remember you when they hear of something. Keep your contacts informed of your job search progress.

### WHAT WORKS

- Setting goals for yourself (such as 5 new contacts per week)
- Developing a strategy of planned activities that allows you to feel comfortable reaching out to others to reach your goals.
- Thinking about how you can return the favor – Networking ideally involves mutual benefit. You won't always have something to give in return but sometimes you will have information or resources that will benefit your contacts.
- Don't worry about immediate results. Building bridges takes time.

### HOW TO MARKET MYSELF

When delivering your message, be concise, speak clearly, but don't speak too fast or ramble.

1. Introduce yourself as you shake hands, clearly stating your first and last name. Look the person in the eye. Convey energy and enthusiasm. Smile, be sincere, courteous, and friendly, and listen to the other person.
2. To remember the name of someone you just met, focus carefully on the name.
3. Be an active listener and mindful of the body language of those you come in contact with.
4. Distribute your business/networking cards and always request the contact's card.
5. As soon as possible after each networking encounter, make notes on the back of each business card.
6. Keep a running list of things you need to do after the meeting to follow up and note deadlines.

## 20 NETWORKING TIPS

1. **Get involved.** Explore your interests, develop your skills, and satisfy your values by joining organizations that do something you care about. Join the student chapters of professional associations and networking groups for a career field that you are considering.
2. **Attend professional conferences** and seminars to learn more about a career field and to make valuable contacts.
3. **Make classes count.** Be on the lookout for way to give your class project a real-world twist.
4. **Be a leader.** Consider taking a leadership role in your school or an active role in a professional organization.
5. **Connect with people.** Faculty members, deans, advisors, administrators and coaches can be valuable sources of advice and guidance.
6. **Get to know the alumni.** Use Career Network Online (<http://careers.gmu.edu/cn>)
7. **Use the University Career Center.**
8. **Shadow a professional** to get the information you need to make career decisions or cultivate relationships.
9. **Be an intern.**
10. **Volunteer** in your community to gain experience.
11. **Conduct informational interviews** to obtain information about career fields and work settings.
12. **Stay in touch** with your contacts.
13. Remember to enlist the assistance of **relatives and friends.**
14. **Use the Internet** to e-network.
15. Have an **updated resume** on hand whether you think you need it or not.
16. Have a **business or \*networking card** that you can give to contacts you make,
17. Take advantage of **public speaking** opportunities or publish an article.
18. **Broaden your horizons.** Make an effort to get to know people with whom you wouldn't naturally associate.
19. Get in the habit of **writing thank-you notes.**
20. **Network while employed,** so you have contacts when you decide to make a change.

*(Ideas taken from [Networking for Everyone](#))*

### \*Networking Cards

If you don't have business cards you can create networking cards on your computer for a very reasonable price. Materials are available at most office supply stores. When handing your contact a resume isn't possible or appropriate, you can use your networking card to leave a professional impression and useful information.

Front	Back
<p>NAME ADDRESS PHONE E-MAIL</p> <p>OBJECTIVE (What you are seeking) DEGREE</p>	<p>QUALIFICATIONS HIGHLIGHTS</p> <p>4-6 bulleted statements describing your best qualifications relevant to your objective</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

# JOB/INTERNSHIP SEARCH PLAN

**1. Commitment:** I am going to spend \_\_\_\_\_ hours/minutes each day devoted to my job/internship search.

**2. Job Target:**

Type of position \_\_\_\_\_  
(e.g. full-time, part-time, internship (paid), internship (unpaid), co-op and job titles, specialty areas)

Industry \_\_\_\_\_  
(e.g. business, healthcare, education, government, technology, non-profit, entertainment, arts, communication, legal, etc.)

Type of organization \_\_\_\_\_  
(e.g. public, private, non-profit, government and large, mid-sized, small, etc.)

My desired salary range \_\_\_\_\_ Minimum I can accept \_\_\_\_\_

**3. Checklist and Timeline:**

✓	TASK	START/COMPLETION DATES
<b>Prepare Written Job Hunting Materials</b>		
	Read <i>Moving On</i> Articles	
	Prepare Draft of Resume	
	Write Cover Letter(s)	
	Bring Resume/Cover Letter to Career Services for Critique	
	Revise Resume and Cover Letters	
	Register for <i>PatriotJobWeb</i>	
	Identify 3-5 Potential References	
	Arrange a Meeting or Phone Call with References to Ask Permission and Discuss Your Search	
	Provide References a Copy of Your Resume	
	Prepare Other Materials (e.g., writing sample, portfolio)	
<b>Identify Sources of Job/Internship Leads</b>		
	Develop a List of Contacts for Networking	
	Create and Practice My 30-60 Second Personal Pitch (Networking Script)	
	Identify/Use Job Search Resources in the Career Library	
	Identify/Use Job Search Resources on the Web	
<b>Prepare to Interview</b>		
	Attend Career Services Workshops	
	Read Interviewing Article in <i>Moving On</i>	
	Attend Super Saturday Preparation Activities	
	Attend a Mock Interview Session With an Employer or a Career Counselor	
<b>Use a Variety of Job Search Strategies</b>		
	Register for On Campus Interviewing, if appropriate	
	Attend Mason Job and/or Internship Fair	
	Identify/Use at Least 3 Additional Job Search Strategies	
	Make Networking Contacts including GMU Alumni (careers.gmu.edu/cn)	
<b>Research/Apply/Follow-up</b>		
	Research Potential Employers	
	Research Salary Information for My Field and Negotiating Strategies	
	Send Resumes and Cover Letters	
	Make Follow-up Calls or Send Appropriate Correspondence	
	Create a System for Keeping Track of Your Search Including Date, Action Taken, and Next Steps	