

Job & Internship Search Tips



There are many ways to learn about employment opportunities, so a job or internship search should incorporate a variety of strategies. The three most basic search strategies are:

1. Networking with Professionals in Your Field of Interest – The #1 way that people find jobs and internships is through networking, so it needs to be part of your search process. Networking could include:

- Volunteering – find opportunities on Handshake (alverno.joinhandshake.com/login) and United Way of Greater Milwaukee & Waukesha County’s website (volunteer.unitedwaygmwc.org)
- Joining and participating in activities hosted by student groups and professional organizations
- Attending campus and community events (e.g. forums, conferences, round tables, etc.)
- Attending career fairs and employer information sessions (www.alverno.edu/careerstudio)
- Conducting informational interviews and job shadows – identify and connect with professionals through Ignite (alverno.edu/ignite) and LinkedIn (linkedin.com), or get referrals from people you know
- Maintaining strong relationships with faculty, staff and other students at Alverno, as well as professionals you meet in off-campus jobs and activities
- Internships – while completing an internship, introduce yourself to and seek out informational interviews with staff in as many departments as possible, attend industry or professional association events with your mentor, and keep in touch with new contacts after the internship

2. Targeting Employers - Are there specific companies for which you’d like to work? Do you know the industry in which you hope to start your career, after graduation? Job openings are not always posted on online job boards, so make sure that you’re specifically targeting employers of interest.

- Make a list of employers you want to target – get ideas from people in your network, Career Studio staff, or search Wisconsin companies by industry ([jobcenterofwisconsin.com/wisconomy/query, Category-> Business, Employers by Area, Search by Industry](http://jobcenterofwisconsin.com/wisconomy/query,Category->Business,Employers%20by%20Area,Search%20by%20Industry))
- Search each employer’s website for a “Jobs” or “Careers” page, and visit it weekly
- Check LinkedIn to see if you have any connections or Alverno alumnae at those organizations
- Follow the company on social media (but make sure you have a professional profile!)

3. Responding to Job Postings - If you want to search job postings, there are many online job boards that you can access, such as:

- Handshake - alverno.joinhandshake.com/login (Local and National)
- Milwaukee Jobs - www.milwaukeejobs.com (Local)
- Jobs That Help - www.jobsthathelp.com (Local Nonprofits)
- Wisconsin Job Network - www.wisconsinjobnetwork.com (State)
- State Government: WISC Jobs - wisc.jobs
- Federal Government: USA Jobs - www.usajobs.gov
- Indeed.com - www.indeed.com & LinkedIn - www.linkedin.com (National)
- Industry-specific (identify through an online search):
 - Go to a search engine, such as Google
 - Type: “<your field> jobs” or “<your field> careers” and see what comes up!
(Example: “Communication Jobs” = www.bigshoesnetwork.com)

Support for Your Job or Internship Search

If you need assistance with your job or internship search, we are here to help! Reach out if you would like to:

1. **Learn how to use job boards:** Stop in the Career Studio (FO 101) during Peer Career Coach hours to learn how to use Alverno's own job board, Handshake, or other local and national job boards.
2. **Have your resume reviewed:** If you're job searching, you'll want to have an up-to-date resume ready for employers. Stop in the Career Studio (FO 101) during Peer Career Coach hours or schedule an appointment with a Career Coach in Handshake (alverno.joinhandshake.com/login) for a resume review.
3. **Create and/or strengthen your LinkedIn profile:** LinkedIn is the social media platform used most by recruiters, so it's a great tool for expanding and maintaining a professional network of contacts, and it can be used to search for and apply to jobs. It is essential for a job seeker to be on LinkedIn, so stop in the Career Studio (FO 101) during Peer Career Coach hours or schedule an appointment with a Career Coach in Handshake (alverno.joinhandshake.com/login), if you would like assistance with creating/strengthening your profile.
4. **Get Interview Practice and Tips:** Pick up our tip sheet on how to prepare for an upcoming interview, as well as a list of commonly asked interview questions, in our office (FO 101). Practice with a Peer Career Coach, during walk-in hours; or schedule an appointment with a Career Coach in Handshake (alverno.joinhandshake.com/login) for a full mock interview.
5. **Make an appointment to discuss your job or internship search strategy:** If you are not sure what positions to target in your job search or need additional help marketing yourself, you can schedule an appointment with a Career Coach in Handshake (alverno.joinhandshake.com/login).