JOB SEARCH TOOLS: ARE YOU READY?
(Visit the resource page on our webpage and/or come to Career Services to learn more)

- Targeted Resume
- Customized Cover Letter
- Interview Preparation & follow-up
- Letters of Recommendation / References
- Professional Portfolio
- Other: Clips, Videos, Photos, Websites
- Writing Samples

GOAL SETTING & STRATEGY: BE INTENTIONAL, BE SPECIFIC
(Use the Action Verb and Transferrable Skills Handouts)

<table>
<thead>
<tr>
<th>WHERE do you want to be?</th>
<th>WHAT skills do you want to learn?</th>
<th>WHAT skills do you already have?</th>
</tr>
</thead>
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My internship goal/elevator pitch ________________________________

My Fan Club (top 10 people rooting for me to do well):
(tell these people your elevator pitch)

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DATABASES

- SpiderConnect
- Hoovers
- The Vault
- GoinGlobal
- Idealist.org
- Indeed.com
- Internships.com
- USAjobs.gov

ASSOCIATIONS

- International Leadership Association
- Virginia Association of Broadcasters
- American Society of Magazine Editors
- The Partnership for Public Service

ORGANIZATIONS

- Department of State
- Target
- Nike
- Smithsonian

INFORMATIONAL INTERVIEWS

- Handout on Career Services Website

Social Media

- LinkedIn
- Facebook
- Twitter

MY ACTION PLAN:

1. ________________________________
2. ________________________________
3. ________________________________
When conducting a job/internship/graduate school search, you will be speaking with many different people in many different organizations. Keeping your communication organized will help manage the process. Therefore, it is beneficial to create a log (using Word, an Excel spreadsheet or a just a notebook or calendar), to identify when you speak and interact with each employer.

### SAMPLE LOG – Example 1

- **Company Name**
- **Title/Position #** Be sure to record the accurate title and/or position number for the position to which you apply.
- **Name of Contact**
- **Contact Email**
- **Deadline for application**
- **Save a copy of the position description because it may be taken off line once the position closes.**
- **Date Resume/Application Sent**
- **Interview Date**
- **Thank You Letter Sent**
- **Contact Title**
- **Contact Phone**
- **Company Address**
- **Communication Dates**
- **Content of Communications** You might include a rating of how interested you are, anyone you know who works here, interesting tidbits of info you picked up about the organization, etc.
- **Follow Up Date**
- **Set yourself a date on which you plan to follow up. Make sure you do it.**

### SAMPLE LOG – Example 2

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
<th>Position</th>
<th>Deadline to apply</th>
<th>Contact #1</th>
<th>Contact #2</th>
<th>Date Contacted</th>
<th>Follow up date</th>
<th>Notes</th>
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*Additional Columns:* Notes, Positions Available, Applied Date, Follow-up Date, Application Instructions, Field/Industry, Division, Department, LinkedIn address