CIT Job/Internship Search Guide

PRE-SEARCH:
- Prior to starting your job/internship search, it is important to have an updated and tailored resume. Use the resources listed below to do so.
  a. CIT Sample Resumes
  b. CPDC Resume QuickTip Sheet
  c. Career Launch Online Learning Course in Canvas – Resume Module
  d. VMock Smart Resume Platform
  e. Please utilize the above resources, prior to scheduling individual appointments with your Career Consultant via Handshake

STARTING YOUR SEARCH:
- Define Your Interests
  a. Identify preferred industries, niches, job functions, etc.
  b. Explore CMU First Destination outcome and Internship data
  c. Read through job and internship descriptions
    - Note common titles
    - Does this sound interesting to you? Can you see yourself doing this type of work? Do you have the skills they are seeking?
    - General rule of thumb: If you meet 70-75% of the qualifications, you should apply
    - Connect with your Career Consultant if you have questions
  d. Put together list of top companies
  e. Gather information via company databases
    1. D&B Hoovers
    2. GlassDoor
    3. Company Websites
    4. CIT Outcomes (internship & post-grad data)

DURING YOUR SEARCH:
1. Best Practices for Conducting Your Search
   a. When searching, use key terms pulled from job/internship descriptions
   b. Utilize various filters or tools within search engines to refine results
      - LinkedIn has a job alert feature that notifies you when new roles are posted based on your keyword searches or companies selected
   c. Use multiple search platforms/engines to find postings
      - CareerShift
      - LinkedIn
      - Handshake
2. **Organize Your Search and Keep Track of Applications**
   a. Make your search a scheduled part of your week
      - Set aside time *consistently* to continue search efforts and complete applications
      - Note when you applied, company name, title of role, and other identifying information
      - Postings are available for a limited time, for those roles of high interest - copy the information to refer back to during interview process

3. **Make Connections and Follow Up**
   a. Search LinkedIn for alumni or professionals that are currently working for companies of interest (CareerShift database also has ‘contacts’ that allows you to find emails of recruiters to follow-up with)
   b. Sample outreach and follow up messages
      - LinkedIn connection message:
        - Hi First Name,
          I am a junior MechE at Carnegie Mellon University and I noticed you work at X. I am interested in learning about your position/company and would love to connect. Thanks in advance for your consideration. Your name
      - Follow up to recruiter on completed application:
        - Hi First Name (or Company Name Recruiter),
          I applied online for the X position on Y (i.e. Handshake, Company website, LinkedIn, etc.). I am writing to follow-up on the status of my application. As a Class Year Major Engineering student at Carnegie Mellon University, I believe I am very qualified for the position and would enjoy bringing my X, Y and Z skills to company name.

          I was wondering if you have an approximate timeline for when you are hoping to start interviewing candidates for this role?
          My resume is attached for your review. I look forward to hearing back from you.
          Best,
          Your name

c. Update your records to reflect whom you’ve contacted or any follow up activity conducted (i.e. name of individual, contact information, date of follow up, etc.)

**Additional Resources Related to Job/Internship Search:**
- [CPDC YouTube Page](#)
- [CIT Job/Internship Search Resources](#)
  - This website includes CIT specific information on industry focused job boards, company lists by industry, & additional CIT search materials
- Still exploring? Consider Micro internships through [Forage](#)