

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](#)