The Proactive Job Search: Internships and Full-Time Jobs for AAP Students

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Employer and Job Facts

• There are more than 6 million employers in the U.S.
• Most employers are businesses; 1 million are nonprofits; 80,000 are governmental
• Jobs of all kinds occur in all sectors
• Businesses with 500 or more employees employ only 21% of the workforce
• Many positions aren’t advertised
• Students must use a variety of methods to find jobs/internships
How Graduates Found Their Jobs

Cornell University (undergraduates)

- 39% Through CCS
- 24% Personal, Alumni, or Faculty Contact
- 25% Other Methods
- 12% Previous Internship/Employment
Your Job-Search To-Do List

• Conduct your job search like a research project; create a plan
• Assess your skills and interests
• Identify potential employers and job openings
  – Look for similar employers
• Prepare and submit your **targeted** application materials
• Follow up with employers/contacts
• Prepare for interviews, including **practice interviews**
• Network, network, network (throughout the process)
• Discuss your job search with a staff member if you are struggling to find jobs or secure interviews
Identify Potential Employers/Job Openings

*Resources in the Johnson Management Library at Sage Hall access through CCS Career Library link [career.cornell.edu](http://career.cornell.edu)*

- CareerSearch (US, Canada, and other)
- Uniworld (multinational companies)
- Factiva (for articles)
- Hoovers (worldwide company/organization searches)
- [Career Insider (Vault Guides)](http://career.cornell.edu)
Identify Potential Employers/Job Openings

Targeted Resources for AAP Students

- AAP Employer/Alumni Database
- Key-word search in CCS Library
- AAP career library resources
- Findaeemployers.com
Additional Possible Websites

• Cornell Library Catalog: [http://catalog.library.cornell.edu](http://catalog.library.cornell.edu); e.g., search “Going Global” for international opportunities
• The Riley Guides: Meta-list of Job listing sites arranged by career field/occupation
• Community Organizing: [http://noacentral.org/page.php?id=89](http://noacentral.org/page.php?id=89)
• Non-Profit Sector: [http://idealist.org/](http://idealist.org/)
• Development Research, Policy: [www.eldis.org/go/jobs](http://www.eldis.org/go/jobs)
• CSR Jobs (Corporate Social Responsibility): [ellenweinreb.com](http://ellenweinreb.com)
General Job-Search Engines and Career Insights

- indeed.com
- doostang.com
- simplyhired.com
- glassdoor.com
Welcome to CCNet, a service from Cornell Career Services (CCS) to communicate career-related information to you. You can also use this site to apply for jobs and internships, get in touch with one of our alumni mentors, and conduct career research. Be sure to complete your Student Profile completely so that you'll get the most out of the system.

On-Campus Recruiting is open to current students in residence in Ithaca, while other jobs and internships can be accessed by all users. To be Eligible to participate in on-campus recruiting, you must complete the required online tutorial. Allow two business days after completion of the tutorial for your eligibility status to be updated. Confirm eligibility by checking your Profile; you will not receive notification of your status change.

When you choose to use the On-Campus Recruiting service, you also agree to abide by CCS's On-Campus Recruiting Policies.

Jobs & Internships

Opportunity Type:
- [ ] Job
- [ ] Internship
- [ ] Co-op

Keywords: 

City: 
State: 

[ ] Show International opportunities only. 
[ ] Show only jobs from my Career Center

Search

More Searches
- [ ] On-Campus Recruiting Positions
- [ ] All Positions Currently Accepting Applications
- [ ] Positions Beyond On-Campus Recruiting

More search options

The Calendar below includes recruiting-related events.
Prepare and Submit Your Targeted Application Documents

- Research the employer
- Conduct a targeted assessment of your skills relative to a job’s requirements (*top 10 strengths approach*)
- Attend targeted resume workshops; or research how to write a resume for a specific industry
- Use job description as a “cheat sheet” to determine which skills to highlight
  - Pay attention to ALL requirements for submissions
- Have your resume critiqued by CCS
Follow Up with Employers

• Students gather many business cards at different events but few follow up with the potential contacts

  – FOLLOW UP!
Prepare for Interviews

• Feedback from employers:
  – Did not answer the questions
  – Can’t answer the “WHY” question
  – Did not have good questions for us

• Research the industry/organization; understand its niche or focus

• Show focus when responding

• Have good questions

• PRACTICE, PRACTICE, PRACTICE
Network, Network, Network

- Develop your pitch
- Network to:
  - Learn about career paths/industries (information interviews)
  - Find potential leads/positions
  - Learn more about a specific organization
  - Get feedback about your resume
- Use LinkedIn, etc.
- Attend Networking Skills workshops
Advice

• Be flexible about your preferences
  – Consider multiple industries
  – Broaden geographic search

• Expand options (consider temporary and paid internships)

• Consider opportunities not thought of previously

• Change/amend goals for short-term

• Discuss your strategy with career services staff

• Evaluate the offer & accept once you’ve decided
Alternatives to “Plan A”

• Volunteer
• Take additional academic classes
• Teach
• Travel (or do any of the above abroad)
• Perform research with faculty member
• Gap or Bridge Year
  – *Employers will notice how you made best use of this
time and gained life experiences*
Questions/Discussion