In this workshop we'll share some actionable tips for streamlining the job and internship search process while maintaining quality!
The job or internship search is a process. You have to tailor your documents to each role, and it's a good idea to apply for as many opportunities as possible to increase your chances of landing a position.

We will share tips for how to efficiently project manage this process - while putting your best foot forward for each and every role!
PROJECT MANAGING THE SEARCH

- Organizing Your Search Process
- Tailoring Your Documents
- Revise Your Social Media
- Networking During the Search
- Building a Community of Searchers
- Staying on Top of Trends!
How many jobs or internships should I apply for?

It’s a good job search strategy to identify and apply for as many relevant opportunities as you can. The reason? Pretty obvious—the more you can apply for, the better your chances of getting an interview. And the experience of pursuing multiple opportunities builds valuable research, project management, application and interviewing skills. Not a bad thing!
<table>
<thead>
<tr>
<th>Interest Level</th>
<th>Job Title</th>
<th>Employer</th>
<th>Posting Date</th>
<th>Deadline</th>
<th>Status</th>
<th>Link</th>
<th>Type of Role</th>
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**Deadline**
Most job postings have a rolling deadline, so it’s to your benefit to apply sooner rather than later!

**Status**
In this area, you can track date submitted as well as any progress towards an offer.

**Posting Date**
Jobs that have been posted for a long time have a higher chance of closing or being already filled, so this date will help you decide which applications to work on first.

**Link**
While you might find a role on a jobs platform, when possible, it’s a good idea to apply on the employer’s website.

**Type of Role**
Label the type of role (example: “nonprofit social media”—or “museum PR”) so you can quickly identify similar roles and use the related documents as a template.
Hiring managers often rely on software to select the best candidates by scanning for keywords in resumes, cover letters and even LinkedIn profiles.

If your materials lack the keywords they’re looking for, you may get overlooked.

Why tailor your resume and cover letter for each role?

The average corporate job gets 250 applications

98% of Fortune 500 companies use applicant tracking systems that scan for keywords.

Only 30% of job applications are read!
TAILORING YOUR DOCUMENTS

Step 1: Identify how your background and skills align with the role.
Take a look at the job description. Look for keywords that related to the types of experience and skills the employer is looking for. Highlight and write down the likely keywords.

Step 2: Incorporate the keywords into your resume and cover letter.
Look for opportunities to use keyword language in your accomplishment statements, your skills section, and throughout your cover letter.
PRO TIP!

Remember, the "Type of Role" we referenced earlier?

*Type of Role*

Label the type of role (example: "nonprofit social media"—or "museum PR") so you can quickly identify similar roles and use the related documents as a template.

You will save a LOT of time by labeling each opportunity carefully in your search spreadsheet so you can easily adapt a previous resume or cover letter that matches the new role you're applying to.
REVISE YOUR SOCIAL MEDIA

Your online brand is an extension of your resume and cover letter!

Most networking (more soon on that) starts online. Also, many employers browse their applicant's various social media profiles to get a more dimensional picture of who they are!

Once you've decided what kind of role you want to seek, check in with your social media accounts to see if they "project" interest and skills in the industry you're targeting.
How do I edit my LinkedIn if I'm open minded or still exploring different kinds of roles?

The "About" section of LinkedIn is your opportunity to share who you are, what motivates you, what you’re skilled at, and what your goals are.

Many job and internship applicants are open to different roles, but they craft a LinkedIn headline and summary that works as an "umbrella" for the kind of work they want to do.
NETWORKING DURING THE SEARCH

It's easy to forget the importance of this step!

Coronavirus has dramatically impacted the job search process for students, forcing them to get creative when it comes to building contacts and breaking into their field.

An astounding 85% of jobs are filled by networking of some sort, according to a survey (pre-pandemic) of 3,000 people by consultant Lou Adler and LinkedIn.
NETWORKING DURING THE SEARCH

Start with people you know!
You might be surprised who your aunt knows from her first year in college - or what the neighbor's son does now!

Don't be afraid to reach out to someone you don’t know!
Search LinkedIn and ASK (the Alumni Sharing Knowledge platform) to find alumni who are working in fields you're interested in!
Launching a job search in a time of economic instability can be intimidating and exhausting!

Remember that this is part of a career journey and your resilience is a transferable skill you bring to any role. Connect with peers who are in the same boat as you. They can help you stay accountable and energized in your search.
STAYING ON TOP OF TRENDS!

Launching a job search in a time of economic instability can be intimidating and exhausting!

Post and follow on LinkedIn, listen to industry podcasts, watch TedX videos of thought-leaders in your space. Taking small steps like these can make this process more active - less reactive.
PRO-TIP: PUT IT ALL TOGETHER

Creating a spreadsheet (with the tabs below) can help you organize your search, resources, connections, and jobs.
The DePaul Career Center recently created a library of 50+ handouts and 14 two-minute videos focused on every career readiness topic, ranging from resume basics to exploration to building your brand!

Check it out here: go.depaul.edu/careerlibrary
SKILLS LABS  THURSDAYS @ 4!

Join us for our weekly 30 minute skills-based sessions. Anyone who RSVPs on Handshake will get a recording of the session with supplemental materials!
The Internship Plus program was established to support DePaul University students participating in unpaid internships that demonstrate financial need. This program awards up to $2500 in financial assistance to eligible undergraduate students working in a quarter-long unpaid internship.

**PRO TIP:**
You can approach an employer (especially a non-profit you're passionate about) and tell them you're applying for internship funding, and ask them if they are willing to host you - should you receive funding.

This is what we call a "create your own internship" opportunity!

**APPLICATIONS OPEN**
- October 30, 2020

**APPLICATIONS DUE**
- November 30, 2020

Find more information [HERE](#)!
WE'RE HERE FOR YOU!