



Strategies for Finding Jobs and Internships

Before you begin your job and internship search, define some limits. Where do you want to work? What type of work will best strengthen your resume and further your long-term career goals? What do you want from a job? With these limits in mind, your search will be easier and more productive.

Networking

Networking—the most effective job-search method—should be your primary strategy even in a tech-savvy world. Talk to people you know, then talk to people you do not know and expand your network. For tips on talking to people you don't know, speak with a career advisor and read our Informational Interviews handout.

Friends, family, and professional acquaintances: Do you know anyone personally who works in the field you're interested in or the location where you want to work? Have you ever volunteered, interned, or worked in that field or location before? Talk to your friends, family, former co-workers and bosses, and all other contacts. If each of your 10 contacts has 25 contacts, you could reach 250 people.

IU Alumni: Contact an alumn in your field of interest who works in the geographic area you're interested in. The alumn may not know of any job or internship openings directly, but you can ask for advice. To find someone, go to alumni.indiana.edu/directory and log in with your IU username and passphrase. Once logged in, use the "Advanced Search" feature for best results.

Professional associations: These are groups of people who work in the same field and try to support that field and each other (with workshops, conferences, lobbying, etc.). Some have career and internship listings, and all offer networking opportunities. Find associations using the Encyclopedia of Associations (in our library and online through the Wells Main Library), field-specific career exploration books, as well as our web link library: <http://iucareers.com/services/crl/wll.php>.

Books and lists of companies: The Job Bank series of books, the Book of Lists series, and Chamber of Commerce directories all list employers in a particular city. Employer directories, centered on a particular industry or field, usually have a geographic index. Find a likely employer, try to get an idea of their structure by using their web site or speaking with someone in an informational interview, and then contact the person for whom you would work or intern. Send a customized email cover letter with your resume, then follow up over the phone.

Yellow Pages: For smaller companies and career fields, you might have more success finding employers with the phone directory (online or printed) than with other directories.

Job and internship postings

We have compiled many online job and internship listings (local and national, commercial and public) in our web link library: <http://iucareers.com/services/crl/wll.php>.

Campus and local resources: Using myIUCareers on IUCareers.com, you can find job and internship openings, job and internship fairs, employer information sessions, and employer interviews. In our library, you can find directories and listings of internships arranged both by career interest and location. On our web site, we offer subscription listings (free to IU students): http://iucareers.com/services/crl/subscription_links.php. For Indiana internships, try also <http://www.indianaintern.net>.

National commercial services: Big, free internet job and internship boards like Indeed.com and magazines like Job Choices (available in our library) can give you some leads. You will, of course, be competing with everyone else in the nation who uses these services, so do not rely entirely on them.

Government websites: Job hunting resources and internship openings are often listed on web sites for states, cities, visitor bureaus, and members of congress.

Newspapers: Most newspapers make their classified ads available online. Check out the biggest newspapers for the area you want to work in.

Long distance job hunting

If you're unable to secure a job by talking to people, directly contacting companies, and responding to job postings, you may need to take a two-step approach: first establish yourself in the area and then build a network of contacts to get the job you want.

Temp agencies: A temporary job not only pays the bills, it also gives you valuable contacts, helps you move to the city you want to work in, and possibly leads to a permanent position where you temp.

National companies: Some companies have locations nationwide. Try interviewing at the local branch of a national company and ask to be referred or transferred to where you want to live.

Holiday interviews: If you can't find a way to move to the city you want to work in, vacation there over winter break or spring break and set up as many interviews as you can ahead of time.

International jobs and internships

Although the same general strategies for finding a position at home apply to an international search, there are many specialized resources for finding work abroad.

Short-term work and internships abroad: Our library has two relevant books, *Work Your Way Around the World* and *Summer Jobs Abroad*, and several binders where we've collected postings for internships and short-term summer work abroad; ask an advisor to help you find these. The Office of Overseas Study (<http://www.indiana.edu/~overseas/>) also advises students concerning internships and work abroad.

International companies: For long-term professional work, you must either convince a foreign firm to sponsor a work visa or instead join an international company in the USA and try to transfer abroad. To find international companies, use two directories—American Firms Operating in Foreign Countries and Foreign Firms Operating in the United States—in our library.

Volunteering: Volunteering, always important to establishing a professional network, is an especially good way to explore careers abroad. Our library has a number of books and a binder with postings, as does the web site [idealists.org](http://www.idealists.org). The Office of Overseas Study (<http://www.indiana.edu/~overseas/>) also advises students concerning volunteering abroad.

To avoid getting caught in red tape, go abroad through a sponsoring organization. For links to more information, browse through the international section of our web link library (<http://iucareers.com/services/crl/wll.php>) and our Going Global subscription database. For more in-depth information, including tips on foreign CVs and business culture, see the international section of our library.