



A successful job or internship search will utilize several of these **5 strategies**:



## Networking

- Discuss career goals with people you know
- Discuss career goals with faculty
- Conduct informational interviews
- Attend events at the Division of Career Pathways
- Join professional organizations
- Inquire directly with employers
- Join and actively use LinkedIn
- Connect with alumni

**Recommended Resources:** *LinkedIn and the DCP LinkedIn Page ([linkedin.com/showcase/uci-division-of-career-pathways](https://www.linkedin.com/showcase/uci-division-of-career-pathways)), The Anteater Network ([antnet.uci.edu](http://antnet.uci.edu)), Campus Organizations ([campusorgs.uci.edu](http://campusorgs.uci.edu))*



## Internships

- Attend internship workshops and webinars
- Search for internships on Handshake
- Make an appointment to meet with a career educator
- Have your resume critiqued to start applying for summer internships in fall quarter

**Recommended Resources:** *DCP's UCI Internship Programs webpage ([career.uci.edu/undergraduate/find-a-job/uci-internship-programs](http://career.uci.edu/undergraduate/find-a-job/uci-internship-programs)) LinkedIn and the DCP LinkedIn Page ([linkedin.com/showcase/uci-division-of-career-pathways](https://www.linkedin.com/showcase/uci-division-of-career-pathways)), Campus Organizations ([campusorgs.uci.edu](http://campusorgs.uci.edu))*



## Internet Postings

- Search Handshake
- Create a tracking sheet with targeted employers' job websites hyperlinked to check directly, frequently, and quickly
- Search job boards specific to your field

**Recommended Resources:** *Handshake ([uci.joinhandshake.com](http://uci.joinhandshake.com)), DCP's Industry Career Resources webpage ([career.uci.edu/industry-career-resources](http://career.uci.edu/industry-career-resources))*



## On Campus Recruiting

- Attend employer information sessions
- Participate in career panel events and interviews on campus
- Build relationships with employers by staying in touch

**Recommended Resources:** *Handshake ([uci.joinhandshake.com](http://uci.joinhandshake.com)), DCP events ([career.uci.edu/about/events](http://career.uci.edu/about/events))*



## Career Fairs

- Attend career fairs
  - The Division of Career Pathways holds fairs in fall, winter, and spring quarters
  - Check out career fairs in the community
- Prepare for career fairs by researching employers beforehand, preparing a pitch, and targeting employers of interest

**Recommended Resources:** *Handshake ([uci.joinhandshake.com](http://uci.joinhandshake.com)), DCP's Career Fair webpage ([career.uci.edu/undergraduate/find-a-job/career-fairs](http://career.uci.edu/undergraduate/find-a-job/career-fairs))*



## Additional Considerations

### Do:

- Start early
- Tailor your resume / cover letter
- Exhaust all of your resources
- Research employers
- Keep track of your correspondence
- Dress professionally
- Consider employment agencies
- Be open to small companies
- Wait to discuss salary with the offer

For more advice, stop by Drop-In Advising or make an appointment with a career counselor

## Job Preparation



### DETERMINE THE KIND OF WORK YOU ARE LOOKING FOR:

- Industries, functions, job titles



### IDENTIFY WHERE YOU WANT TO WORK:

- Company, work setting, location



### PREPARE YOUR RESUME:

- Attend resume workshops or webinars at the UCI Division of Career Pathways ([career.uci.edu/about/events](http://career.uci.edu/about/events))
- Have your resume reviewed during Drop-In Advising



### RESEARCH THE JOB MARKET:

- Company, work setting, location

### For additional help, try:

#### CAREER SPOTS ([CAREER.UCI.EDU/CAREERSPOTS](http://CAREER.UCI.EDU/CAREERSPOTS))

Quick, informative videos on a variety of topics, including career readiness, internships, and career advice.

#### BIG INTERVIEW ([UCL.BIGINTERVIEW.COM](http://UCL.BIGINTERVIEW.COM))

An online mock interview platform that combines training and practice to help you

## For All Students

In addition to **Handshake**, on-campus jobs are also posted on the following campus departments' websites. Go directly to their site to find job listings.

- Anteater Recreation Center (ARC)
- UCI Libraries
- Student Center / Conference Center
- Parking & Transportation Services
- Office of Information Technology (OIT)
- Electronic Educational Environment



## For more resources...

- Attend a Job Search Strategies workshop or webinar at the Division of Career Pathways (check Handshake or [career.uci.edu/about/events](http://career.uci.edu/about/events))
- **Additional International Student Job Resources:** View the International Students section on [career.uci.edu/diversity-career-resources](http://career.uci.edu/diversity-career-resources)