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](linkedin.com/showcase/uci-division-of-career-pathways)), The Anteater Network ([antnet.uci.edu](antnet.uci.edu)), Campus Organizations ([campusorgs.uci.edu](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](career.uci.edu/undergraduate/find-a-job/uci-internship-programs)), LinkedIn and the DCP LinkedIn Page ([linkedin.com/showcase/uci-division-of-career-pathways](linkedin.com/showcase/uci-division-of-career-pathways)), Campus Organizations ([campusorgs.uci.edu](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](uci.joinhandshake.com)), DCP’s Industry Career Resources webpage ([career.uci.edu/industry-career-resources](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](uci.joinhandshake.com)), DCP events ([career.uci.edu/about/events](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](uci.joinhandshake.com)), DCP’s Career Fair webpage ([career.uci.edu/undergraduate/find-a-job/career-fairs](career.uci.edu/undergraduate/find-a-job/career-fairs))
Job Search Strategies

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

**For additional help, try:**

CAREER SPOTS [CAREER.UCI.EDU/CAReERSPoTS]
Quick, informative videos on a variety of topics, including career readiness, internships, and career advice.

BIG INTERVIEW [UCI.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

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]
- Have your resume reviewed during Drop-In Advising

**RESEARCH THE JOB MARKET:**
- Company, work setting, location

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)
- Additional International Student Job Resources: View the International Students section on career.uci.edu/diversity-career-resources