



How to: Land a Great JOB or INTERNSHIP

VILLANOVA UNIVERSITY CAREER CENTER ♦ 117 GAREY HALL ♦ 610.519.4060 ♦ CAREERS.VILLANOVA.EDU

Career Development is a constant, evolving process and there is more to getting a job or internship than just having or working towards a degree. Your education will open many doors, but it is up to **you** to obtain the employment you desire. For most of us, the most difficult part of the job/internship search process is deciding “what I want to be when I grow up.” That is because we are convinced that whatever career we pick we are stuck with it. We are sure there is only one job we are destined for, if only we could figure out what that one job is. *The search, however, is a process... one that may not happen linearly. While we have listed the following information in “steps,” remember that there is often overlap between the steps and often you may find yourself going back and forth between a few of them.*

STEP ONE: TAKE A LOOK AT YOURSELF

This is probably the most important part of the job/internship search process! It will help to build confidence in your capabilities and provide you with more direction and focus. Your search will be more productive if you know something about yourself - it is easier to convince someone to hire you if you know what you do best! It is your task to articulate what characteristics/talents will make you marketable to employers. Keep in your interests in and how they fit with your particular talents.

- **Assess your values, interests, and talents.** First become aware of what they are, then match your skills, interests & talents to where they are needed in the workplace.
- **Ask yourself which skills and knowledge you want to use and develop in a position.**
- **Think about the factors that will determine your personal and professional satisfaction.** These may include the size and structure of the organization, the type of industry, policies, salaries, company reputation, training and promotional opportunities, location, challenges, and responsibilities.
- **Resources that can help** include self assessment instruments, meetings with a career counselor, mentors, and career literature.

STEP TWO: PREPARE YOUR RESUME

Developing your resume can aid in the process of articulating your skills, talents, and interests. *Please see the Resume Writing handout for more information and/or stop into the Career Center for assistance (also available at www.careers.villanova.edu).* Cover Letters are also an important, and often required and helpful, part of the job search process. Samples and help with letters can also be found at the Career Center.

STEP THREE: DEVELOP A WORK PLAN

The job/internship search is a time-consuming process. Having a solid work plan and organized records will help ensure that you do not miss deadlines or fail to follow up on a lead, contact, or interview. The more committed you are to the search, the greater your chances of finding a position that you like, paving the way for a rewarding career in the future. **It is often helpful to treat the job/internship search like a class and dedicate a certain amount of time to it per week:**

- Set up a realistic timetable that you will be able to follow.
 - Once a week, review your work plan and check off the tasks you have completed.
 - Maintain accurate records that detail the dates of your contacts and interviews and maintain copies of all correspondence.
 - Try and limit your search to a manageable list of targets and career goals. While you do not need to know exactly what you want to do, it is also not advisable to look at anything and everything.
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STEP FOUR: INVESTIGATING THE JOB MARKET & DEVELOPING CONTACTS

Everyone has contacts including you! Utilizing your contacts does not mean you are not getting a position on your own - remember that the majority of available positions are filled by word of mouth. You will discover important information about employment opportunities through your personal contacts. Let friends, relatives, faculty, etc., know that you are looking for a job/internship. The Career Center staff, VU alumni, and Career Fair employers can also be used for informational and networking purposes. Use these contacts to obtain the name of individuals with whom it might be valuable for you to speak. **Your last question when speaking with someone about career opportunities should be “Can you recommend someone else I should speak with?”** *Networking and utilizing contacts in the field are helpful both for gaining information to determine if a field is right for you as well as seeking a position in that field.*

- **Schedule informational interviews.** While informational interviews are NOT employment interviews, you can use them to explore and investigate the world of work and the variety of different jobs and working environments that are available to you. You can ALSO use informational interviews to get a foot in the door and make some contacts with an organization in which you are interested. **Be prepared with a list of questions for the interviewer;** you will be asking most of the questions, as you are the information seeker. **Always follow up with a thank you letter!** These people are not just contacts for the present, but potential contacts in the future - leave a good impression!
- **Professional Associations** related to the fields you are interested in are also potential networking devices, again, for exploratory and search purposes. To locate such associations utilize search engines and enter key words (i.e. public relations associations). Most have student membership rates and some have information on the field as well as contact information on their websites.
- **Information Gathering:** Once you have identified the career fields you wish to investigate and/or pursue, you should collect information about the organizations that you are applying to and about the field you are entering. Look into the organization’s history and structure, recent achievements, products/services provided, training provided to employees, philosophy/goals, new directions the company is looking to go in, and recent news articles/journal articles. Also explore employment outlook, salary trends, new technology, professional associations, and/or trade journals.

STEP FIVE: APPLYING FOR POSITIONS

Utilizing multiple job search strategies work the best – do not simply rely on one resource (ie.

Monster.com) - use your contacts, the Career Center, professional associations, past internship contacts, various internet sites in addition to pinpointing companies on your own.

- You may choose to apply for advertised openings on company websites, the web, newspaper or through GoNOVA. **You can apply to specific employers even if they do not have positions currently advertised.**
- Mass mailings are often used by students but, unfortunately, they require a lot of effort and often do not reap many benefits. The number of resumes received by an employer can be in the hundreds. Usually a majority of those are screened out. ***Whenever mailing out a resume, following up with an email or phone call is critical. Though it may be more labor intensive in the short-term, seeking out a specific contact at an organization before applying will increase the likelihood of your resume being seen.***
- Stay updated on developments in your field of interest. For example, pay attention to new companies/organizations that may be coming to your area (i.e. *The Philadelphia Business Journal*).
- Some job seekers turn to private employment agencies to find positions.
 - *Be extremely cautious if a contract is involved.* You may have to pay the agency a percentage of your wages if you are placed. There are many employers, however, who will pay if you are placed at that particular company. *The Career Center does not recommend paying for employment services.*
 - *Generally, placement agencies are utilized by people with more advanced career experience and expertise than the typical college graduate may have.*
- **The Career Center** is also a resource for job openings through GoNOVA as well as the Campus Interview Program (On Campus Recruiting or OCR). Recruiters from various companies and organizations will come to campus to interview students for available positions throughout the academic year. **Remember, on-campus recruiting represents only a fraction of potential employers!**
- **Attend Career Center programming** such as Career Fairs, panel discussions, information sessions, etc. that are related to the field you are interested in. Stay apprised of other programs in the area by checking emails from the Career Center or the students section of our website (www.careers.villanova.edu).
- **Take your blinders off!!** Utilize professionals in the field who come to these events to get information about other sectors of that company if you are interested or possibly contacts with similar companies in a different geographic location.

STEP SIX: INTERVIEWING WITH A COMPANY

See the Career Center's Interviewing Guidelines handout and consider signing up for a Practice Interview to help perfect your technique. **Remember, interviewing is a skill, and skills need to be built! Practice is key!**

STEP SEVEN: FOLLOWING UP

A sample Professional Communication handout can be found in the Career Center or on our website. Make sure you personalize the note to the company and position you applied for – mention something from your interview so they know you are truly interested!

A few final notes ...

- **It is important to realize you are being hired not only for what you can contribute today, but for the potential you are exhibiting for tomorrow.**
- **Think about how you can contribute to that particular company in that position. *Make a bridge between you and the employer!***
- **If you realize that there are over 25,000 different kinds of jobs and literally thousands of different companies you could possibly work for, *you should not accept a position that does not satisfy your needs.***
- **Although some people think that it is easier to get a job if they say they will “do anything,” this is not the best approach, it makes you seem indecisive and unaware of your talents and interests.**
- **Remember: The Job/Internship Search may not happen in the exact order presented here.**

Tips for a Long Distance Job Search:

- Contact and/or join a local or national chapter of a professional association related to your field. Use the internet to find one! Attend conferences; they often have placement activities.
- Attend jobs fairs in the geographic area in which you are interested
- Contact and/or get involved with the local alumni clubs; use the On-Line Alumni Directory and visit the alumni website to find local chapters
- Look at the Career Center websites of schools in the area you are interested in to see if they have related links and/or job and internship postings. Letters of Reciprocity can be provided by the Career Center if required by the school.
- Review relevant professional and trade journals to get an idea of “up and coming” professionals & organizations in the field.
- Contact corporation headquarters of companies with branches in other cities.
- Utilize basic searches on Yahoo and Google (i.e. “art museums, Boston”) to find web resources besides the usual ‘monster.com’ type sites. Take part in electronic resume/job databases on the web.
- Utilize Career Fair contacts to see if they have any information or know someone you can speak with in the area in which you are interested.
- Utilize resources such as the JobBank books according to city, the Book of Lists, Dalton’s, or industry specific directories.

HAVE YOU CONSIDERED ALL OF THESE METHODS OF JOB SEARCHING?

DIRECT CONTACT WITH EMPLOYERS

- Directories of Employers
- Business Articles
- Professional industry publications
- Local Chamber of Commerce
- Career Center (VU & other colleges)
- Professional Associations
- Professional meetings
- State Employment Offices
- Alumni of Villanova
- Speak with an employee of a targeted employer from a different department.
- Speak with an employee of a targeted employer from a different location.

NETWORKING

- Personal contacts: friends, family etc.
- Former employers
- Informational interviews
- Career Fairs
- Alumni activities
- Professional organizations
- National Greek Associations
- Faculty, academic offices, internship office
- Career Center contacts
- Newspapers/journals/trade publications
- Volunteering

ADDITIONAL RESOURCES

- On campus recruiting
- Career Center job listings
- Part time/ summer jobs
- Internet: basic searches
- Newspaper ads
- Company websites

HOW TO APPROACH A POTENTIAL RESOURCE!!

- Have a plan!
- Express interest and enthusiasm towards the field and/or employer - Do not ask directly for a job, instead ask for advice!
- Express your goals (i.e. full time, part time, summer position)
- Utilize an effective way expressing your interest in possible resources and /or contacts in the field.
- Express your appreciation and follow up!

***Your chances of securing employment are higher
when you utilize as many strategies as possible!***



A Quick Start Guide to your GoNOVA account @ careers.villanov.edu
All students: Your username is email, password is your banner ID
Complete profile, upload and publish a resume and search jobs/internships

Update Your Profile

- Log into your **GoNOVA** account
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
- Select the desired view: **Personal Info, Academic Info, Career Preferences, Continued Academics or Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information
- Click **Save**

Did you know that your career preferences will allow employers and the career center know your career interests and can help match those with potential opportunities

Upload Your Documents

- Log into your **GoNOVA** account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

Did you know that once you upload a resume you can apply directly to employment opportunities

Publishing a Resume to a Resume Book

- Log into your **GoNOVA** account
- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- View the Resume Books in the **Additional Resume Books** section
- Choose your Resume from the **Publish Resume** dropdown on the coordinating Resume Book entry
- Click **Save**

Did you know that publishing your resume informs the career center and employers that you are actively seeking employment so employers may contact you for their opportunities

Searching for Jobs, & Internships

- Log into your **GoNOVA** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- For quick, easy job searches, use the **1-click Searches** on the Job Search page
- Keyword, job function and/or location is another method however, be sure to use various methods for best results.
- After selecting your job search criteria, click **Search**
- Use the yellow toolbar to further **Refine** your search results
- Click on the **Job Titles** to view the details of the jobs

One click searches such as ‘newest jobs’ and jobs with upcoming deadlines’ and ‘jobs with interview schedules’ will keep you informed of all full-time, part-time and internship opportunities

Creating and Using Search Agents

- Log into your **GoNOVA** account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- After selecting your job search criteria, click **Search**
- Under **More Search Options** in the top left hand corner, select to **Save Your Search**
- Name the search in the **Saved Search Name** field
- Choose whether to receive email notifications of job matches
- Select the job source from the **Show Me Jobs...** section
- Click **Save**

Did you know that you can create your own 1-click searches and favorite job folders from the positions that are posted to only Villanova and/or the Experience national network

Applying for a Job

- Log into your **GoNOVA** account
- Search for Jobs (*See **Searching for Jobs** section on front page*)
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page
- Click **Apply**
- Select a **Resume, Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

GoNOVA posts thousands of opportunities and makes it very easy to apply to positions

Signing up for a Campus Interview

- Log into your **GoNOVA** account
- Select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved

GoNOVA will inform you when you are selected for a campus interview

Searching for a Career Center or Employer Event

- Log into your **GoNOVA** account
- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link
- To search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details

Keep abreast of all upcoming events and sign up through GoNOVA if you are planning to attend an employer’s recruiting event. You can then be notified if it has been changed or cancelled.