

# NAVIGATING YOUR INTERNSHIP & JOB SEARCH

Preparing You For Life After OWU!

## Know Yourself: Values, Interests, Personality, and Strengths

The more you are able to focus on the type of internship or job you are seeking, the more efficient, effective, and successful your search will be. Meet with a Career Connection professional who can help you identify options, transferrable skills and abilities you've gained from your major field of study, work experiences and campus involvement, and show you how to tell your story so that employers see you "shine."

### TOP CAREER COMPETENCIES THAT EMPLOYERS SEEK IN INTERNS AND EMPLOYEES (Adopted from NACE: National Association of Colleges & Employers):

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.
- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, and viewpoints.
- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.
- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.
- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, and understand the impact of non-verbal communication on work image.
- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.

## Know Your Resources

Career Connection offers several resources to help you find a job or internship. They include:

- Visit our website at [owu.edu/careers](http://owu.edu/careers): click on “Students” and discover resources!
- Professional one-on-one assistance: make appointments online in Handshake or visit during drop-in hours (M-TH 12 – 4:30 p.m.).
- Handshake ([owu.joinhandshake.com](http://owu.joinhandshake.com)): search and apply to jobs or internships directly.
- OWU Alumni Network ([owu.wisr.io](http://owu.wisr.io)): connect with over 1000 alumni who want to mentor, coach, and help students.
- Career fairs and special events: including workshops, webinars, and speakers.
- Resume and cover letter critique: get help from professionals or peer coaches.
- Mock interviews: practice with Alumni in Residence or a Career Advisor.
- GoInGlobal: search for internships in 30 countries and major U.S. cities.
- Join “OWU Alumni & Friends” on LinkedIn: connect with 3500+ members!

## Strategies for a Successful Search

Whether you are looking to land a great internship or that perfect first job out of college, follow these suggestions to get organized and move forward!

1. Meet with a member of the Career Connection team as a sounding board for ideas, advice, suggestions, connections, and strategies.
2. Do research and identify places you’d like to intern or work. Be open to suggestions, leads, and feedback from Career Connection.
3. Thoroughly research organization websites and follow them on social media or LinkedIn.
4. Develop a strong resume and cover letter that you are able to tailor to each position.
5. Schedule a mock interview with an **OWU Alumni in Residence**.
6. Make a spreadsheet to track names, dates, and follow up for organizations/people you contact, and internships/positions for which you apply.
7. Put yourself out there! Over 70% of positions are found through networking — so join the **OWU Alumni Network!** Attend networking events, alumni panels, webinars, lunches, and more. Watch for information about these events from Career Connection and your professors. Talk to family, friends, professors, and others you know for ideas, advice, and suggestions.
8. Clean up your social media accounts — employers are looking!
9. Connect with Career Connection for on and off-campus recruiting opportunities like job fairs, workshops, panels, information sessions, employer lunches, and lobby tables.
10. Always remember to send thank you notes to interviewers and those with whom you network!

## **The Bishop Launch Program**

This program for sophomores and juniors extensively coaches students on internship success through targeted workshops which give them a competitive edge. **To participate or for more information**, please contact Mindy Agin, Assistant Director for Internships and Externships, at **740-368-3152** or [mbagin@owu.edu](mailto:mbagin@owu.edu).

## **LinkedIn Profile: Building a Strong Online Presence**

In today's internship and job search, an updated and interesting LinkedIn profile is ESSENTIAL. Here are some tips from the National Association of Colleges and Employers as well as from the Career Connection professional staff:

- **Use a professional headshot.** No beach or party photos allowed!
- **Use keywords in your tagline & summary statement.** Many employers search by keyword, so use keywords—technical terms and skills—from your field. Not sure what your best keywords are? Find profiles of people who hold the job you'd like to get and see which keywords they use.
- **Write short text.** Describe your skills and abilities in short bursts of keyword-rich text. Use bullets to separate information.
- **List all your experience.** LinkedIn, like other social media, helps you connect with former colleagues, OWU alumni, and networking contacts who may be able to help you find a job opportunity. It also gives an employer searching a description of your expertise. Include organizations you are involved with at school.
- **Ask for recommendations.** Collect a recommendation or two from someone at each of the organizations where you've worked. Don't forget to get recommendations from internships you've completed.
- **Refresh your news.** Update your status about major projects you've completed, books you're reading, and professional successes you've had, at least once a week. This lets your professional contacts know what you are doing and serves as a sign of activity for potential employers.
- **Get involved.** Join relevant groups, get active on the platform, and follow companies of interest.
- **Create a URL.** Edit your LinkedIn URL so that you can include it on your resume.
- **Ask Career Connection to review your profile.** Make an appointment online in Handshake ([owu.joinhandshake.com](http://owu.joinhandshake.com)) or visit HWCC 324 to make one in person.