

CAS Career Services

Jobs and internships

Prepartion checklist

- □ Research employers of interest and identify prospective opportunities
- □ Submit application materials to jobs/internships of interest
- □ Send the interviewer(s) a professional thank you card
- □ Continue to apply for jobs/internships as you wait for an offer or rejection

Researching employers

- Review corporate websites, social media, press releases, and other resources
- Identify their mission, goals, and values and see how well it aligns with your personal values
- Look into any initiatives, clients, products, and services that are relevant to the company
- Recognize the key players of the organizations and how they want to progress the company

Making and leaving a positive impression

- Visit CAS Career Services to have an error-free resume and cover letter
- Practice interviewing skills with CAS Career Services
- Prepare your professional outfit by cleaning suits, polishing shoes, ironing blouses, etc.
- Summarize your interview by sending a thank you note/email to all interviewers

Leveraging multiple offers

- Assess what each job/internship offer can provide for you
- Consider how you want to grow with the organization and within a specific position
- Identify your short- and long-term goals and how each offer contributes to them
- Consult with CAS Career Services to evaluate all of your offers with an objective perspective

Decision space worksheet (adapted from FSU Career Center)

Please list all thoughts, feelings, circumstances, people, or events that bear on the offer.

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- What kinds of industries, businesses, and organizations interest you?
- What skills do you enjoy using and why?
- If you are relocating, what are things you need to consider?
- Is there anyone in the field or organization that can provide some advice?
- How will this opportunity support you and your life goals?

Directions:

- The large circle below represents the total decision space.
- Within the large circle, draw smaller circles that represent the magnitude or the relative importance of each item listed on the Decision Space Worksheet (DSW).

