

Job or Internship Search

Step 1: Create or update your resume	Create a document that professionally organizes your experience, education and skills. Career Services can help you create, edit, and print your resume. Final resumes should be easy to read and error free, shared digitally as PDFs, or handed out on resume paper.
Step 2: Utilize your account on hireosugrads.com	All OSU students have access to www.hireosugrads.com where they can set up a profile. Here you can upload a resume, search jobs/internships/part-time positions, view employer information, find out about employer campus visits, sign up for on-campus interviews, and get the details on upcoming career fairs and programs. More importantly, you can use this to apply for positions!
Step 3: Make the most of recruitment season	On-campus recruiting happens during the first half of each semester, especially in September/October and January/February. During this time, there are far more job postings on the hire system and many recruiting events on campus including career fairs and employer information sessions. Be aware of application deadlines and event dates to take advantage of all opportunities.
Step 4: Visit Career Services	Visit a Career Services office for individual help that is targeted to your industry or major. Career Coordinators can help give you advice based on your unique career goals and review your application materials. Identify your career coordinator and find scheduling and contact information via the staff listing on hiresosugrads.com .
Step 5: Utilize LinkedIn	Create a LinkedIn account including a professional photograph, full details on your education, experience, involvement and contact information. Use this site to network with people in your industry and alumni, as well as to find internships and jobs.
Step 6: Network with prospective employers and other contacts	Contact your friends, family, coworkers, classmates, clubs and organizations, professional associations, and even professors to start asking about information they can share with you about other contacts, leads, advice, and companies they would recommend for you. Share your resume and encourage others to pass it along to anyone hiring. Be clear about what you are looking for and ask for help.
Step 7: Interact face to face with employers	Often applications are online but face time with employers can make a great impression. Attend career fairs, information sessions, networking events, and presentations in order to network with employers. Purchase a suit and professional attire for these events, and practice your handshake and elevator pitch. Complete company research ahead of time.
Step 8: Apply, apply, apply	During a job/internship search you should apply for multiple positions. Follow up on leads from your contacts, use google and job boards like indeed.com, get alerts from hireosugrads.com and participate in many career events on campus. You should continue to be actively searching and applying for positions until you accept an offer.
Step 9: Practice for interviews	Use any of these three resources to learn interview strategies and practice interviewing: 1: Sign up for Mock interview day to practice with a volunteer employer on campus 2: Schedule a mock interview with a career coordinator 3: Use Interview Stream (on hireosugrads.com) to record an interview with a computer
Step 10: Follow up and send Thank you cards	After you have completed an application you can call to check in on your application status and ask a couple of thoughtful questions to show your sincere interest in the position. After an interview you should send a timely thank you note, either via email or a hand written card in the mail. Career services can provide professional style cards for free.

A&S CAREER SERVICES
 213 LIFE SCIENCES EAST
 ANDREA SKIMBO
 CHELSEY ARMSTRONG
 CASCAREERS.OKSTATE.EDU

