



# FINDING OPPORTUNITIES

# MAP YOUR INTERNSHIP & JOB SEARCH

Ready to search for your internship or job? Map it first and be more effective in pursuing what YOU want!

Figure out your preferences on the following four parameters—Industry, Compensation, Function, Location. Know when and where to look for the opportunities that interest you by understanding how/when/where industries tend to recruit and post opportunities. Those that come to campus are a small percentage of the large number of employers that seek to hire college students and recent graduates.

## INDUSTRY

What two industries are of top interest to me?

1 \_\_\_\_\_

2 \_\_\_\_\_

Where are these industries most prevalent? (Reference USA may help: see the CCD website)

1 \_\_\_\_\_

2 \_\_\_\_\_

When/where do these two industries recruit and post positions (see General Recruiting Deadlines on the next page for more info)?

**When:** \_\_\_\_\_

**Where:**  On-Campus  Off-Campus  Go IRISH

Organization Website  Career Development Online Resources  Other

What three organizations are of interest to me in my top industry?

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## COMPENSATION

How much? Range:

\$ \_\_\_\_\_ — \$ \_\_\_\_\_

What's the range for rental costs in my top choice location?

\$ \_\_\_\_\_ — \$ \_\_\_\_\_

What's the national average pay for my top function/industry?

\$ \_\_\_\_\_

(See Glassdoor or NACE salary survey)

## INTERNSHIP COMPENSATION ONLY

Does my top choice industry offer paid compensation?

Yes  No

If no, Funding Sources to check out:

The Center for Career Development  My Academic Department  Scholarships

Research Funding  CUSE Fellowships  See CCD website for more info

## FUNCTION

What tasks do I want to do all day in order of preference? Be specific!

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

I've considered these position titles (in order of preference):

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

What skills do I have for these tasks/positions (utilize Skills Assessment on p. 13)

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

### LOCATION

Where do I need/want to be in order of preference?

1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

How do these locations fit with my top choice Industry? Is the Industry located there? Try to avoid "I'll live ANYWHERE" and select one or two "preferred" places to live.



## GENERAL RECRUITING DEADLINES

\*These are the general hiring timelines for internship and full-time positions, there are **always** exceptions

### FALL RECRUITING

- Accounting
- Actuarial
- Consulting
- Education
- Engineering Fields
- Financial Services
- Government
- Healthcare
- Insurance
- Investment Banking
- Marketing
- Post-Graduate Service
- Retail
- Technology

### SPRING-SUMMER RECRUITING

- Advertising
- Architecture
- Design Fields
- Education
- Entertainment/Media
- Government Sector
- Human Resources
- Insurance
- Marketing
- NGOs
- Nonprofit Sector
- Post Graduate
- Service
- Public Relations
- Publishing
- Real Estate
- Research
- Sports/Recreation
- Sales

## ETHICAL JOB & INTERNSHIP SEARCH POLICIES

The Center for Career Development at the University of Notre Dame requires students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the policies and expectations put forth by the University of Notre Dame in its student handbook, DuLac. The Center for Career Development takes this issue seriously and requires all students who use its services to sign a contract that outlines expectations and consequences.

Students who renege on an offer of employment will be held accountable by the University. Any student who reneges on a full-time job or internship offer acceptance will be deactivated from Go IRISH and required to meet with the Center for Career Development's Director of Undergraduate Career Services and Director of Employer Engagement to discuss the circumstances of why the acceptance was reneged, and appropriate next steps. The relevant dean may be made aware of any student who has reneged on an offer. Each student is required to read and sign this policy when registering for an account on our Go IRISH recruiting system.

# NETWORKING

Networking involves speaking with professionals in your fields of interest in order to explore careers and gather information. It is not about asking a person for a job or internship and it is not one-sided, you ask for assistance but can also provide assistance to others. Networking is merely relationship building and maintenance.

## WHY SHOULD I NETWORK?

### EXPLORE CAREERS AND INDUSTRIES

You can use networking to gather information. If you're unsure about your major or industry of interest, you can explore options by identifying people who majored in the subjects you are considering and are now using those majors in different ways. Then reach out for a conversation.

### FIND CONTACTS

If you're more certain about your preferred industry or have it narrowed down to a few, you can use networking to establish contacts in those fields. These people can become great sources of knowledge or potentially mentors. If you have an interview coming up, you should find someone at the organization to get their insights before the interview.

### LEARN ABOUT JOB/INTERNSHIP OPPORTUNITIES

Networking should be a part of any job or internship search. Approximately 70% of all jobs/internships are found through networking so it's to your benefit to engage in this practice.

## HOW DO I REACH OUT TO CONTACTS?

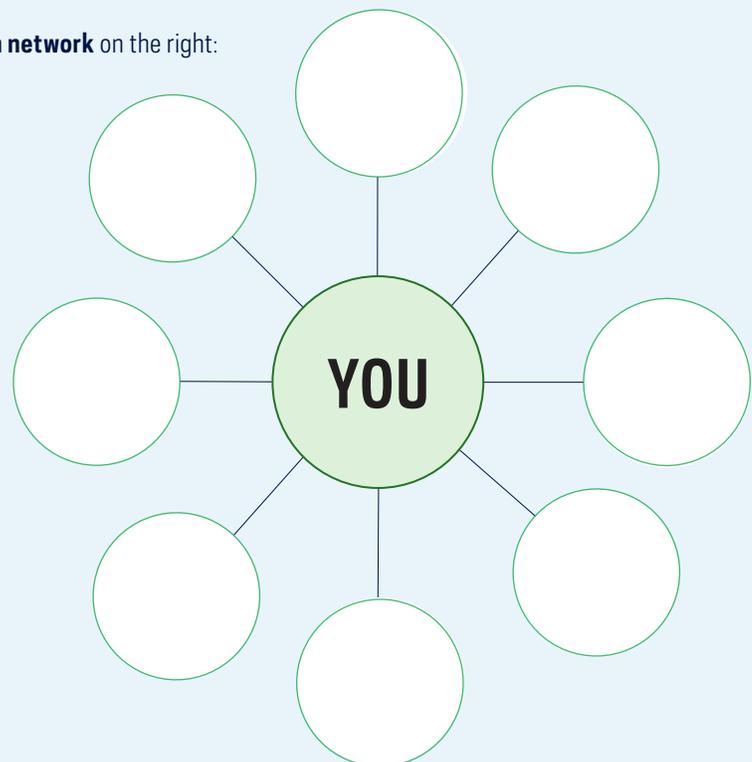
This depends on how well you know that person. While email is best for someone you don't know well, a phone call may be appropriate for someone you speak with regularly. Include the following information in any correspondence: your introduction, who referred you/how you found the contact, why you're reaching out, what you hope to learn, and a specific request (like a brief conversation).

After the initial outreach, wait a week for a reply. If you don't receive one, send a follow-up email. If you still don't receive a response, move on to another contact.



## WHO IS IN MY NETWORK?

Take the example below left and apply it to **create your own network** on the right:



## HOW SHOULD I NETWORK?

### UTILIZE THESE RESOURCES TO LOCATE AND NETWORK WITH ALUMNI AND OTHER PROFESSIONALS

<b>IrishCompass</b>	IrishCompass.nd.edu	Search for alumni who have expressed interest in helping with informational interviews, job shadows, mentorships, and more
<b>MyNotre Dame Directory</b>	My.nd.edu	Identify alumni on myNotreDame, the University's Alumni Association database, to reach out and connect with the ND community regarding your career development
<b>Notre Dame Alumni Clubs</b>	My.nd.edu	Explore contacts and events occurring in a particular geographic region for those alumni clubs in order to network and connect with alumni in that area
<b>LinkedIn</b>	LinkedIn.com	Build and engage your network with 500+ million professionals from around the world
<b>Go IRISH</b>	UndergradCareers.nd.edu	Find organizations of interest and reach out to employer contacts that recruit at Notre Dame
<b>Career Shift</b>	UndergradCareers.nd.edu	Locate contacts from targeted organizations in the contacts section

### INTERVIEW

Dear Mr./Ms. Alum,

I am a Notre Dame junior pursuing a career in journalism. Next Friday, March 26th, I have an internship interview with **(insert organization name)** for **(insert position title)**. I am very interested in this opportunity and would like to gain your insight on **(insert organization name)** to learn more about how I can stand out in the interview.

Would you have time for a 10-minute phone call so that I may ask about your experiences at **(insert organization name)** and any advice you might have for me in my interview?

I would be free anytime over the lunch hour, Tuesday or Thursday afternoons when I'm not in class, or in the evenings. Thank you for your consideration, I look forward to hearing back from you.

Sincerely,  
John Smith  
Jsmith8@nd.edu  
574-123-4567

Dear Mr./Ms. Alum,

I am a junior marketing major at Notre Dame who is interested in discovering more about the public relations field. I found your contact information through the Alumni Association directory, myNotreDame. (Add one or more lines highlighting why you have interest in the field)

Would you have time for a 15-minute phone call to discuss public relations as a possible career path? I would like to ask you about your experience in the industry, your career path, and ask any advice you would have for me on pursuing the field.

I would be free anytime over the lunch hour, Monday, Wednesday and Friday mornings, Tuesday and Thursday afternoons, or in the evenings.

I'm sure you have many demands on your time so I thank you for your consideration. I look forward to hearing back from you.

Go IRISH!

Jane Smith  
Jsmith9@nd.edu | 574-123-4567

### THANK YOU

Dear Mr./Ms. Alum,

Thank you again for taking time from your busy schedule to speak with me last Friday morning about your career. Your advice was very helpful! I will be contacting Ms. Amy Smith today, as you suggested. In addition to following up with that contact, I have applied to job openings with ABC Inc., and XYZ Co. Thank you for that suggestion! (Include a point or two about advice they gave you that you took to heart).

I hope you have a great start to the summer! Again, thanks for your insight. If any additional suggestions come to your mind please pass them along. I will keep you posted on my job search progress.

Regards,  
Jane Johnson  
Jjohn2@nd.edu | 574-123-4567

### SAMPLE NETWORKING LETTERS/EMAILS

### CAREER EXPLORATION

# YOUR LINKEDIN PROFILE

Employers use social media to target applicants and learn more about them. Make sure your social media presence is professional and targeted.

The screenshot shows a LinkedIn profile header with a navigation bar at the top containing icons for Home, My Network, Jobs, Messaging, Notifications, Me, and Work. The profile banner features an aerial view of a university campus with a prominent golden dome. A circular profile picture of a woman with glasses and a green top is overlaid on the banner. A blue callout box points to the profile picture with the text: "This can be a simple phone camera photo or a professional headshot. Be sure you are nicely dressed, alone in the photo, in front of a non-distracting background." Below the profile picture, the text "FULL NAME" is displayed. Underneath, the "Headline" section is shown with the text "University of Notre Dame" and icons for "See contact info" and "See connections (#)". Below the headline are two buttons: "Message" and "More...". The "Summary" section follows, with a callout box pointing to a resume icon and the text: "LinkedIn offers the option to upload your resume".

## FULL NAME

### Headline

Your headline is a short, memorable, professional slogan that highlights your skills and accomplishments as well as what you are seeking. Think of it as your thesis. "Student at Notre Dame" is not a strong headline because it does not promote your unique strengths.



University of Notre Dame



See contact info



See connections (#)

Message

More...

### Summary

Your summary should be a concise, confident statement about your skills, qualifications, and goals. It should include information about your education and experience and build on your headline. Think of it as your introductory paragraph. It should be 3-6 sentences and written in the first person.



LinkedIn offers the option to upload your resume

### Experience

Treat this section as you would the Experience section on your resume. You should include any job (even part-time), internship, research, extracurricular/service, or leadership experience that is particularly relevant or significant. Include the names of the organizations, job titles, dates, and locations. Use bullet points or short paragraphs to describe your accomplishments.

### Education

List all your institutions of higher education, including study abroad and schools transferred from (if applicable). Include your degree, major(s), minor(s), concentration(s), GPA, and dates.



## THE MORE YOU KNOW

LinkedIn allows you to customize your profile by adding sections relevant to you, including Organizations, Volunteer Experience, Skills, Honors & Awards, Courses, Projects, and Recommendations. There is also a Profile Strength indicator to help you identify areas of your profile for improvement.

# INFORMATIONAL INTERVIEWING

This is one of the most common ways to network and gives you the opportunity to connect meaningfully with a professional. Informational interviewing is asking someone about what they do - it is not asking for a job or internship.

## PRIMARY GOALS

- Investigate a specific career field and learn about important issues in that field
- Narrow down career options or uncover options you never knew existed
- Obtain advice on where your skills might be applied
- Broaden your network of contacts for future reference

## WHO SHOULD I INTERVIEW?

You can contact a wide range of professionals from a variety of fields. Contacts generally fall into one of two categories: people you know and people you don't know. It helps to ask people you know to introduce you to people they know who work in your desired field.

### People you know:

Friends  
Family  
Neighbors  
Co-workers  
Professors

### People you don't know:

Alumni  
Professional Organization Members  
Employers  
Social Media Contacts

## HOW DO I PREPARE?

Preparing for an informational interview allows you to be more confident, make a positive impression, and ensures you get your questions answered. It also allows you to respond to questions about yourself more effectively.

To prepare, you should:

- Identify what you want to get out of the meeting
- Research the professional and his/her company
- Research the industry
- Review your experiences, interests, and skills
- Practice your introduction
- Develop a list of questions

If the meeting will be in person, be sure to arrive a few minutes early and dress in formal or business casual attire (depending on the industry and venue). If the meeting will be virtual or over the phone, be sure to identify a quiet space you can use in advance that has a strong internet connection.



## WHAT QUESTIONS SHOULD I ASK?

### Sample Questions for an Informational Interview:

- How did you enter this job/career?
- What do you do in a typical day/week?
- What are the most interesting aspects of your job?
- What do you like least about this career? And what do you find dull or repetitious?
- How would you recommend someone break into this field?
- What educational background is required?
- What kind of person would be best suited for this career in terms of personality, interests, and skills?
- What kind of experience or internship would help in this career?
- Are there specific courses a student might take that would be particularly beneficial in this field?
- Is travel expected with this job?
- What types of training do companies give to people entering this field?
- What technologies are integrated into this career?
- What special advice would you give to a young person entering this field?
- How do you see the jobs in the field changing over the next five years? What can I do to prepare myself for such changes?
- How can I learn more about this career/job?
- What professional organizations are active and responsive in this career field?
- Are there any other individuals you recommend I speak with to learn more about this career?
- What are some job titles of entry-level positions in the career field? What is the career trajectory?
- What is a typical salary range in this field?
- What advice would you give on locating opportunities, the time frame for applying, and the application process?

## WHAT DO I DO AFTER THE MEETING?

### THANK YOU NOTE EXAMPLES

#### SEND A THANK YOU NOTE

Within two days, send a thank you email or note highlighting the value of the meeting and referencing something specific the professional suggested. This keeps the door open for future exchanges.

#### REFLECT ON WHAT YOU LEARNED

Every informational interview allows you to learn about possible careers. Take the time to reflect upon what you learned and how that relates to your own values, interests, personality, and skills. You might find that your interest has been piqued further, or that a particular career isn't exactly what you thought it was. It's important to have multiple conversations with people in a given field to get a full picture of it.

#### DEVELOP A PLAN TO STAY IN TOUCH

Since networking is relationship building, it's important to stay in touch with your contacts. It may be a simple email filling them in on something new in your professional life, sending an article that could be of interest to them, or sharing a seasonal greeting. It is appropriate to follow up every few months, but it depends on whether or not you have something substantial to say. Don't forget, not everyone will find time to reciprocate so don't take offense if you don't get a reply. Also create a database to track contact information - name, date of conversation or follow-up, outcome, and notes.

#### FINAL TIPS/KEYS TO NETWORKING

- Create a list of everyone you know and identify how they could help you gather career information
- Define what information you need and what you are trying to accomplish
- Know yourself (values, interests, personality, and skills) and practice a concise introduction
- Start each in-person encounter with a firm handshake, good eye contact, and a smile
- Be tactful, courteous, and authentic in all conversations
- Adopt a positive attitude about networking and be proactive
- Send communications at least a week apart and no more than 3 times; if you don't receive a response, move on
- Create a database of contacts with notes about each person and conversations you had
- Send a thank you note after any networking interaction
- Focus on quality of interactions, not quantity
- Be patient - you may start slowly but soon you will build momentum

Dear Mr./Ms. Alum,

Thank you again for taking time from your busy schedule to speak with me last Friday morning about your career. Your advice was very helpful! I will be contacting Ms. Amy Smith today, as you suggested. In addition to following up with that contact, I have applied to job openings with ABC Inc., and XYZ Co. Thank you for that suggestion!

(Include a point or two about advice they gave you that you took to heart).

I hope you have a great start to the summer! Again, thanks for your insight. If any additional suggestions come to your mind please pass them along. I will keep you posted on my job search progress.

Regards,  
Jane Johnson  
Jjohn2@nd.edu  
574-123-4567



#### SOCIAL MEDIA TIPS

One in three employers have rejected candidates based on something that was on their social media. The tips below will help guide you before reaching out to future employers or potential networking contacts.

- Adjust your privacy settings
- Be aware of what is public (photos, posts, etc.)
- Search yourself on Google
- Proactively tag or un-tag yourself in photos and events
- Always proof before you post
- Never complain about your job or boss or broadcast confidential employer information
- Utilize social media sites to research organizations and professionals
- Follow companies of interest and engage in career related groups
- Customize the invitation to connect on LinkedIn (who you are, how you know that person, and why you want to connect)
- Use the University of Notre Dame Career Insights feature on LinkedIn to search for alums (see the CCD website for more information)