Job & Internship Search

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Searching for a job or internship is, itself, a full-time job! Here are a few ways to get started:

**CBBS Office of Student Enrichment**
The OSE has developed relationships with a number of companies from a variety of industries. The OSE Career Coach can assist you with determining the BEST methods to use for your individual job search. Schedule an appointment by emailing enrich@clemson.edu.

**Center for Career & Professional Development**
The CCPD houses the Michelin Career Center, the Co-Op Office, and the UPIC Office (On Campus Internships). There is a wealth of information available on their web-site (career.clemson.edu).

**Networking**
The #1 way to find an internship or job is through networking! Over 80% of jobs are never posted because organizations prefer to fill opportunities with people who have been referred to them. Begin building your network as early as possible. And remember, just because someone you know does not work in your target industry or company – they may know someone who does! Seminars on networking skills (both online and in person) are offered through the Horizons Professional Development Program.

**ClemsonJobLink**
The Office of Student Enrichment has partnered with the Center for Career & Professional Development in using ClemsonJobLink as the online database for internships and jobs posted by recruiters for Clemson students. To search for opportunities specific to CBBS, conduct an advanced search by your major or enter “CBBS-OSE” in the search field to access jobs posted by the OSE preferred partners.

**Employer Information Sessions and/or Presentations**
Many employers visit campus each year to meet with students and tell them more about their company. Information Sessions are a valuable tool for learning more about an organization and for setting yourself apart from other students who may not attend. Take advantage of the opportunity to ask questions before you potentially interview with the company.

**GoingGlobal**
GoingGlobal is a resource for the international internship/job search. You can find GoingGlobal on the Center for Career & Professional Development’s web-site.
Career Fairs
At the beginning of each semester, over 150 companies visit Clemson to recruit students for internship and full-time opportunities at the Connect2Business and TechConnect Career Fairs. These events are open to all students – freshmen through graduate level – and offer a great way to begin establishing relationships with companies of interest. (See “Career Fair Success Tips”).

Career Fair Prep Week
Prior to the Career Fair each semester, the Office of Student Enrichment offers programs focusing on job search strategies to help you be successful at the Career Fair – and beyond! Programs typically include: Employer Resume Reviews (feedback from employers on your resume), How to Navigate the Career Fair, How to Get an Interview from the Career Fair, and others.

Horizons Professional Development Sessions
The Horizons Program – specifically for CBBS majors & minors only – brings speakers from a variety of industries to campus to talk about topics relevant to professional success. Learn and network at the same time!

On-Campus Interviews
Many companies conduct interviews on campus. You can learn whether a company will be interviewing on campus by searching for the company on ClemsonJobLink. If you are interested in interviewing with a company coming to campus, you will apply via ClemsonJobLink. On-campus interviews occur for both full-time and internship opportunities. All on-campus interviews take place in the Center for Career & Professional Development (3rd floor, Hendrix).

Student Organizations
Many student organizations bring representatives from various companies to campus for presentations. Become involved with a student organization related to your major to take part in this valuable networking tool.

LinkedIn and other Social Media
Not only are LinkedIn and other social media sites good resources for expanding your professional network, they also hold valuable information about target companies and industries. By setting up a LinkedIn profile, recruiters can then find you too! Attend a LinkedIn or Social Media workshop offered by the Horizons Professional Development Program to learn more about incorporating these resources into your job search.
**HOW DO I USE CLEMSONJobLINK?**

**LOG ON TO ClemsonJobLink**

1. Go to [http://career.clemson.edu](http://career.clemson.edu) and click on ClemsonJobLink.
2. Select **Students Click Here** to log into ClemsonJobLink and enter your university ID and Password.

**CREATE or UPDATE YOUR PROFILE**

1. Select **Profile** from the top row of tabs and fill in your personal information. Click **Save Changes and Continue** to go to the next tab. Enter your academic information and click **Save Changes and Continue**. It is important to update your information each semester because the system automatically evaluates your qualifications based on your profile. If your information is outdated, you may be excluded from job opportunities.
2. Answer the privacy settings and check the box agreeing to the Privacy Policy and Consent to Release Records. Click **Save Changes and Continue**. From here you can upload your resume, cover letter, or other documents.

**ADVANCED SEARCH**

1. Select **ClemsonJobLink Jobs** or **CSM Jobs** from the Jobs tab, then select the **Advanced Search** tab.
2. Begin your search by choosing a position type and choose your specific major. No other criteria need to be entered unless you want to narrow your search further.
3. OR, type in the search term “CBBS-OSE” in the Keyword box to bring up a listing of opportunities from contacts with an established relationship to CBBS.
4. For a broader search, choose a position type, select your college rather than your major and check “yes” next to “Ignore jobs with ‘All Majors’ selected.”
5. Sort jobs by employer, job title, date posted, or deadline.
6. Click on the job title for more details about that position.
7. To start a new search, click on the Advanced Search tab, scroll to the bottom and click **Clear**.

**POSITION TYPES**

1. **Full-time**: Positions for those who will be graduating or have graduated and are looking for full-time employment
2. **Fellowship**: short-term opportunities that are sponsored by a specific association or organization seeking to expand leadership in their field
3. **Internship (Off-campus)**: part-time or full-time opportunities related to a student’s major/career interests. Can be completed in the summer or during a semester at an employer located outside of Clemson’s campus
4. **Internship (UPIC Program)**: part-time or full-time opportunities related to a student’s major/career interests. Can be completed in a summer or during a semester and is located in a department on Clemson’s campus
5. **Part-time (Off-campus)**: part-time employment opportunities at businesses in Clemson and the surrounding area
6. **Part-time (On-campus)**: part-time employment opportunities with departments on Clemson’s campus
7. **Summer**: opportunities for employment during the summer. Typically part-time or full-time opportunities in local businesses
**HOW DO I USE CLEMSONJobLINK?**

**SEARCH BY EMPLOYER**

1. Select **Search Employers** from the top row of tabs.
2. Type the employer name in the Keywords field and click **Search** (make sure to spell correctly).
3. Click on the desired employer’s name.
4. The **Overview** tab provides you with a description of the company and contact information.
5. Click on the **Available Positions** tab to browse openings.
6. Click on the position title to view more information and/or apply.

**APPLY FOR A POSITION**

1. On the job description page, click **Apply** on the right-hand side of the screen under “Want this job?”
2. Select your previously uploaded resume from the drop-down menu and any other documents (such as cover letter or unofficial transcript) that the job requests.
3. If you wish to use a tailored resume, you can upload a new one to your Documents. In the Documents tab, click **Add New** and browse your computer for the document you wish to use. You will need to have an uploaded resume before being able to apply for positions via ClemsonJobLink.
4. Select **Submit** to complete the application process. Fully read the job description to ensure that the employer is not requesting that you also apply via their website.

**SIGN UP FOR ON-CAMPUS INTERVIEWS**

1. A job posting that displays “Recruiting On Campus” (often referred to as OCR) means that the employer will be on Clemson’s campus conducting interviews. On-campus interviews take place in the Center for Career & Professional Development (3rd floor Hendrix Student Center)
2. Just like any position you want to apply to, submit your resume and other documents via ClemsonJobLink.
3. On the resume submission deadline, the employer will receive all of the resumes (and related documents) of students who applied for that particular position. The employer then selects the students they wish to interview. If chosen to interview, you will be notified by email with a prompt to sign up for your interview time.
4. Once chosen to interview, log back into your ClemsonJobLink account and click on the **Interviews** tab. Under **Interview Requests**, sign up for a time beginning on the date indicated by the “Sign-up Start Date.” You must choose a time that fits into your schedule (don’t forget walking or driving to/from Hendrix) before the date marked by the “Sign-up End Date.”
5. After signing up for an interview time, you may view your **Scheduled Interviews** located under the **Interviews** tab. “Interview Requests” shows what interviews you still have pending.

**FIND EMPLOYER INFORMATION SESSIONS**

1. Click on the **Calendar** tab.
2. See the dates, times, and locations of information sessions by day, week, month, or year views.
3. Most employers will advertise their information sessions via ClemsonJobLink, so check it often.
It is strongly recommended that candidates seeking internships or full-time jobs overseas, review the Curriculum Vitae and Interview sections in GoinGlobal: (http://career.clemson.edu/michelin_career_center/students/job_search_tools/resources/going_global.php).

Suggestions and requirements vary by country and research is vital to your success in finding an opportunity!

Sell Your Cross-Cultural Skills...
In a Curriculum Vitae, there are numerous opportunities to let employers know that you are aware of the skills needed to be successful in an international environment. Here are some examples of where and how you could mention these skills in a CV:

| Skills Summary: | Enjoy cross-cultural work environments. Adept at and attracted to multi-cultural environments, but socially and at work. |
| Experience Bullets: | Positive attitude toward change and new environments. Sensitive to the dynamics of a cross-cultural workplace. Ability to relate to people of different personalities and backgrounds. |
| Education: | Completed projects within a multi-ethnic student team in order to gain cross-cultural work experience. |
| Volunteer Experience: | Lived with a local family abroad and successfully adapted to cultural differences. |
| Language: | Ability to learn languages quickly when traveling. |
| Travel: | Adept at building relationships while remaining street-wise when traveling in developing countries. |

From The Big Guide to Living and Working Overseas.

Interviewing for International Positions...
In addition to reviewing the Interview sections of this guide, you will want to recall skills you developed during any time you have spent abroad such as:

- Cross-cultural communication
- Foreign language acquisition
- Adaptability
- Openness to new environments, change, etc.

Avoid talking solely about how much fun you had while abroad and remember to frame your interview answers in a professional context. Be positive, avoid complaining, and focus on your successes and accomplishments while abroad – not insurmountable challenges. Also, remember that the interviewer may have never visited the country where you studied, so avoid potentially unfamiliar language or references.
INTERNATIONAL DIFFERENCES

When searching for a job or internship overseas, you will find many differences in the processes. Even though 85% of international jobs open to entry-level North American college students will be with North American-based employers, it is still important to show your understanding of international differences by creating a different style of resume and adjusting your interview style and expectations based on the country. Remember that many of the job search concepts used in the US are based on our laws – therefore, hiring practices will vary abroad.

Curriculum Vitae...

Career Objective:
The Career Objective statement states what you want to do. Everything else in the document should support this statement.

Personal & Professional Traits:
This section usually includes traits such as date and place of birth, country of citizenship, visa status, gender, marital status and number of children. You may also see personal activities or hobbies listed in this section.

Skill Summary:
Think of this as your opportunity to introduce yourself – do so in a positive light. This element takes a lot of self-analysis. Use functional job titles and break long jobs down into functional areas.

Education:
If you only have a few professional experiences, consider writing up your education as if it were a job, listing a few bullet points under your degree. Tell employers who you are by listing “areas of interest” rather than courses taken. Write about major projects, working with multicultural groups, study abroad experiences, and any other relevant points from your college career.

Professional Work Experience:
Similar to the US resume, but you can write in complete sentences and paragraphs if you choose.

Other Sections:
Depending on your strengths, include sections such as Honors & Awards, Research, Publications, Presentations, Technical Skills, Language Skills, Volunteer Experience, Travel, etc. For awards based on merit, state why the award was given. For Volunteer Experience, state what you accomplished. For Travel, provide details “Enjoyed the challenges of interacting with officials while visiting Romania and Albania.”

References:
Unlike a US resume, you will include references on a CV. Be sure to include the name and contact information, and ensure that your references are aware of being included.

Information adapted from The Big Guide to Living and Working Overseas Quick Guide and Occupational Outlook Quarterly
INTERNATIONAL DIFFERENCES

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jholiday@gmail.com

Gender: Female
Marital Status: Single
Citizenship: United States
Date of Birth: May 15, 1997

Education
Bachelor of Science in Marketing, University of Cincinnati
Minor: Spanish
Semester Abroad: Universidad Autonoma de Madrid

Skills
Fluent in Spanish
Knowledge of German
Microsoft Windows expertise

Educational Projects
Market Research Analysis, Malton Art Gallery
Integrated Marketing Communications Plan, Mecklenburg Gardens
Marketing Plan Development, Kingsgate Marriott

Employment Experience
Sales Clerk and Marketing Intern, Corinthian Glass Works, Cincinnati, OH 2007-Present
• Provide exemplary customer service, resulting in 15% increase in sales
• Create innovative marketing campaigns that increase store traffic and customer conversion rate
• Collaborate with management team to develop sales-enhancing marketing plan

Residence Hall Advisor, University of Cincinnati, Cincinnati, OH 2006-2007
• Mentored and provided professional guidance to 25 first-year students
• Developed several well-received innovative educational programs
• Served as key member of residence hall leadership team in managing 400-student residence hall

Honors and Awards
American Marketing Association Leadership Award 2007
Dean’s List 2007-Present
Proctor & Gamble Achiever Scholarship 2007-Present

Professional Memberships
American Marketing Association
UC Honors Council

Extracurricular Activities
Youth Volunteer, Big Sisters
Second Trombone, UC Orchestra
Outside interested: bicycling, walking, travel

References
Ms. Person LastName, Owner, Corinthian Glass Words, 3450 Vine St. Cincinnati, OH 45204
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