

# ***Tips for the Internship & Job Search***

Over 80% of jobs never get posted and are found through networking. This means you need to spend the majority of your time building your network.

Follow up on LinkedIn with any connections you make at Networking Nights, Career Fairs, classroom speakers, etc.  
Be sure to include a tailored message reminding them where you met.

Visit the C-Suite often to get your resume reviewed, practice interview questions, meet employers, and build your network.

Just because someone you meet is not in your target field or company does not mean they cannot be a great resource. Ask them for advice about their career path or any suggestions they may have for you in your search.

When applying to positions online, if the application says “cover letter optional,” include one. This could be the deciding factor between you and other candidates.

Develop a tracking system so you know to which positions you have applied. If the company calls in three months, you want to remember the position and job description.

Write thank-you notes to anyone who helps you along the way.  
Email is fine, but handwritten notes are the best!

