



JOB AND INTERNSHIP SEARCH

The job and internship search is a multi-layered process. Having a structured game plan will help you be successful.

PREPARING FOR THE SEARCH

Preparing for a job or internship search requires having clarity in your goals and career interests, networking, building a strong resume, writing cover letters, and practicing interviewing. There are various avenues to pursue when searching for a job or internship, from positions posted on job boards or at career fairs to networking conversations and referrals. Engaging in multiple strategies is the most effective approach.

THINGS TO THINK ABOUT BEFORE YOU START:

- While some industries follow regular recruiting schedules for internships and entry-level jobs, many openings occur when someone leaves an organization or if an organization expands.
- Consider if the position/organization fits your values, skills, and goals (e.g., environments in which you thrive).
- Employers are often looking for transferable skills such as teamwork, communication, problem-solving, etc.
- Be ready to talk about the skills you bring to the table, with examples, and how they're relevant for the role.
- The application process takes time, so start early, make a plan, devote time each week to the process, and do your research.

NETWORKING:

- Networking results in a majority of all job offers, but it takes time. Start networking as early as possible.
- Networking takes place in a variety of ways, including through career fairs and other employer events, conferences, alumni meet ups, professional associations, and faculty & family referrals.
- Take advantage of networking platforms and social media:
 - **One Network:** Gain access to thousands of W&M alumni around the globe who are willing to help as career connectors in nearly every industry. Onenetwork.wm.edu.
 - **LinkedIn:** Access to over 70,000 alumni with filters for major, location, current employer, and more.
 - **X, Facebook, Instagram, etc.:** Follow organizations for updates in the field, position postings, and influencers in the industry to indicate interest.
- Consider expanding your network through anyone you know; they can always introduce you to others:

○ Family members	○ Co-workers and current & former supervisors
○ Classmates & friends	○ Faculty

RESUMES AND COVER LETTERS:

- Create targeted resumes and cover letters and have them reviewed by several people.
- There are resources on our website, wm.edu/career, and TribeCareers to help you get started.
- Set up a career advising appointment through TribeCareers or come to Quick Advising (Monday-Thursday, 2-4) to have your documents reviewed.

INTERVIEWING:

- Practicing interviewing in advance will help you gain confidence when you are offered an opportunity to interview with an employer.
- Utilize Big Interview and/or schedule an appointment with an advisor to practice.
- **On-Campus Recruiting:** Employers “come to campus” to interview you (may be virtual or in-person).

FOLLOW UP:

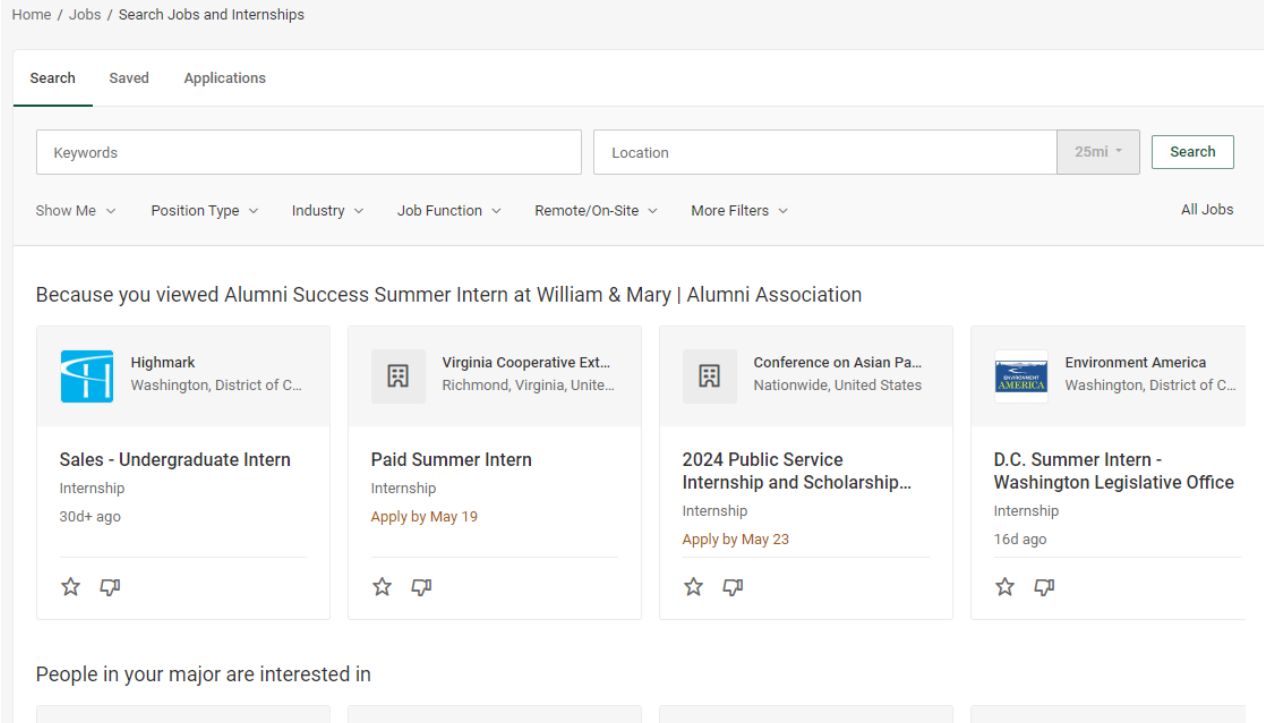
- Maintain consistent, professional communication throughout your search, responding promptly to any outreach.
- Remember to thank any connections you have made throughout the process.

WHERE TO SEARCH

TRIBECAREERS (TRIBECAREERS.WM.EDU):

William & Mary's job and internship platform connects students to thousands of opportunities, employers, and events using powerful search tools and alerts. Log into your TribeCareers account using your W&M username and password.

- Utilize filters when searching for positions. Position type, industry (based on the organization, not the position), and job function (based on the position) are just some of the options; it's best to try out different filters to see the highest number of opportunities.
- Create a job alert any time you have filters selected, and new opportunities approved in the system that meet your filters will be emailed to you. You can choose to receive those daily, weekly, monthly, or quarterly.



- Upload as many as 10 documents to your document library to use when applying for jobs and internships.
- Sign up to receive industry specific newsletters (not just by major!) in Industry Newsletters/Career Interests (under My Account) to receive content targeted to your interest areas.

EMPLOYER EVENTS:

Utilize the events tab in TribeCareers to find career fairs, employer events, workshops, and more.

- **Fairs:** The Career & Internship Fair is held each Fall and Spring semester, while Meet the Firms, K-12 Education Recruitment Day, and the Government, Education, & Nonprofit Fair are held annually.
- **Information Sessions:** Recruiters often come to campus in-person or virtually to share information about their organizations and open positions; these are great opportunities to connect with employers of interest.

EXTERNAL JOB AND INTERNSHIP BOARDS:

Visit the job and internship search pages on wm.edu/career to access additional external boards by industry area, geographic location, and for diverse candidates.