



**College of Engineering**  
[engineering.wayne.edu](http://engineering.wayne.edu)

## **Engineering Career Resource Center (ECRC)**

**Job Search Strategies: Internships and Co-op search**



# ECRC

## Engineering Career Resource Center

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# Job Search

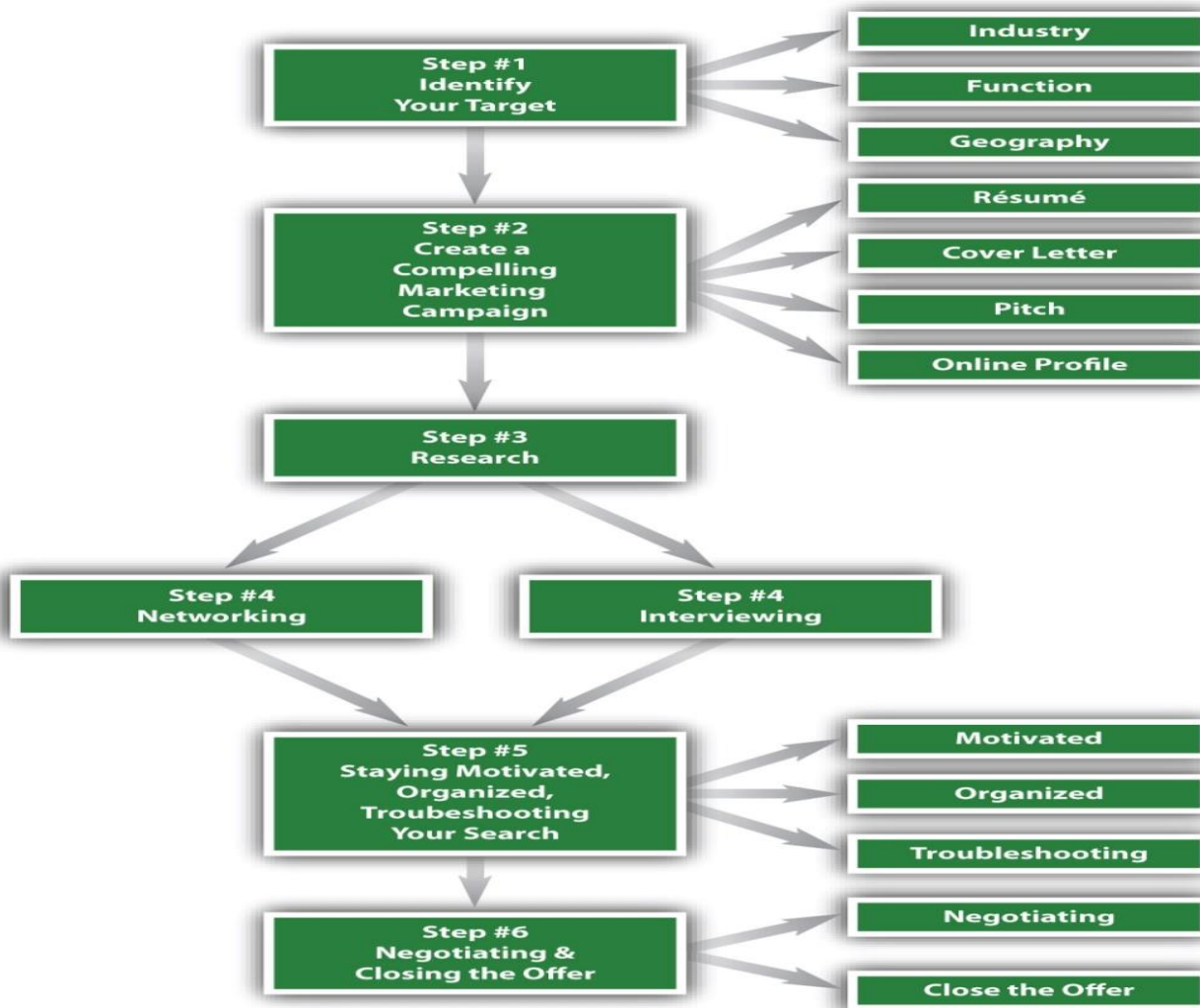


Figure 2.1 The Six-Step Job Search Process: [CC BY 2.0](https://creativecommons.org/licenses/by/2.0/)



# Make a Plan

- **Know what you are looking for:**
  - How far can you travel?
  - What Industry is most appealing to you?
  - What job function do you want?
- **Market Yourself :**
  - Figure out who you are, and what you bring to the table: Activity
  - Stand out with your Resume, Cover Letter (GET EXPERT HELP!) and [Social Media presence](#)
  - [Network!](#) It's the number one way to get a job.
- **What strategies and resources will you use?**
  - What websites/job boards will you use?
  - Who can you network with?
  - Do you have outside resources such as industry referrals to aid in your search?
  - Are there any relevant upcoming events that you can attend (EX: Career Fairs)
- **How much time will spend each week?**
  - Make a schedule – set aside a certain amount of time each week to fulfil your search.
  - Don't let your search consume your time.
  - Keep in mind your other responsibilities (school, studying, sleep, etc.)







# Be Ready!

- **Evaluate your skills and interests**
- **Build and edit your resume and cover letters**
  - Your resume is your ticket to an interview and needs to be near perfect!
  - *\*Remember, each position you apply to should have a unique resume and cover letter*
  - LinkedIn
- **Practice your elevator pitch**
  - An elevator pitch is a 30 second – 1 minute pitch selling yourself to a potential company. Make sure to highlight your skills, training, education, interests, and job search objective.
- **Build up your reference list**
  - It is important to have an on going list of professional references when applying for jobs/internships. Make sure your references are up to date, and that your references are aware you are searching!



# Practice and Prepare

**Part of your job search may (and should) include face-to-face interactions during **networking sessions, career fairs, etc.** Practicing for these encounters is critical for success!**

- Take advantage of mock interviews
- Practice communicating with individuals in a professional environment (EX: Volunteer with a local organization and practice introducing yourself and conversing with other volunteers you haven't met yet)
- Utilize your peers!





# Research

The best place to start your search is by targeting companies and industries that you are interested in working for.

Researching companies can help you to discover other similar companies as well – opening up more options for possible positions.

- **Approximately 75%-80% of jobs/internships are never posted through an online job board**
  - This is why it is critical to visit a company's specific website on an individual basis to see their specific postings.
- **Start big and work your way down**
  - Go for the dream companies (Ex: Google, Apple) first then do research to see what other companies trickle down from there.
- **Utilize your local Chamber of Commerce for a list of local companies**





# Research

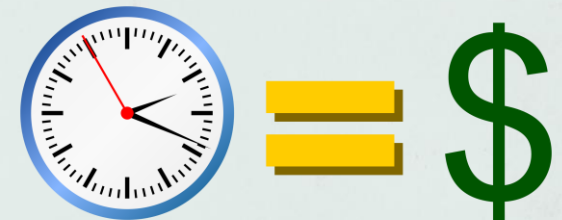
- **Make sure the company is reputable**
  - Use online resources for employee reviews, news articles, Better Business Bureau, etc.
- **Talk to your network**
  - Utilize your peer and educational network to find out information about particular companies.



# Know Your Timeline

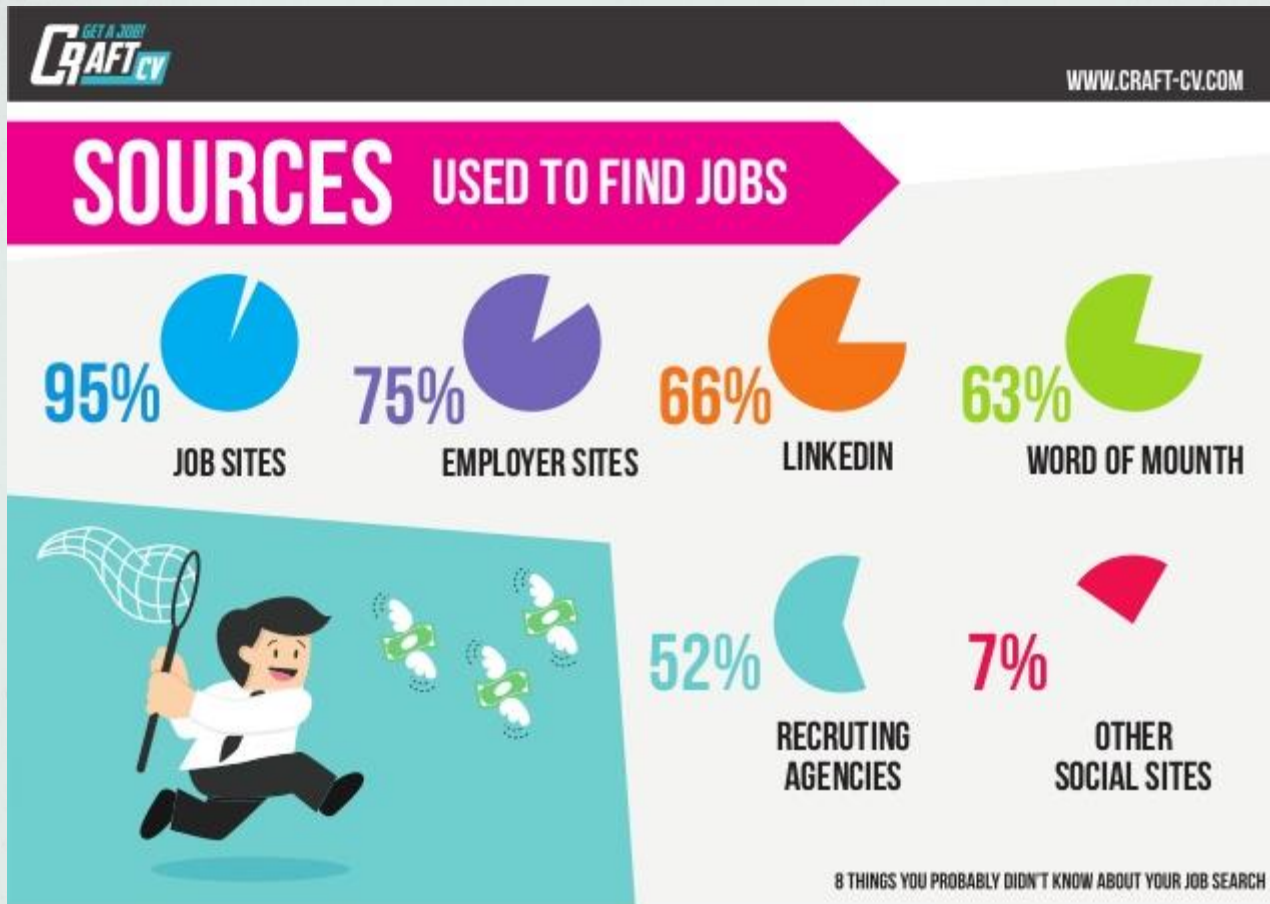
- **Finding an internship or job in a pinch is nearly impossible if you want a good opportunity. Plan ahead and search far in advance.**
  - A general rule of thumb – apply at least a semester before you're looking to begin working
- **If you have requirements that must be fulfilled to work (EX: CPT, OPT) make sure you know the proper deadlines, necessary information, etc. to ensure no delays or complications when you locate a position.**

- **Be realistic about your schedule**





# Search Methods







# Networking for Job Search

**Networking is, and always has been, the very most effective way for landing a job or internship.**

•**Networking**: Finding positions utilizing “inside” sources. Networking involves a mutually beneficial relationship. Networking takes effort, patience, and time.

•**Your network includes:**

- Classmates (current/past), Parents, Friends, Parent’s friends, former coworkers/supervisors, relatives, alumni, recent grads, mentors, faculty, advisors, coaches, administrators, student organizations, casual conversations, employers, guest speakers, LinkedIn connections, neighbors, etc. Everyone!



# Tips for Networking

- **Keep organized**
  - Maintain a list of new connections
  - Find connections on LinkedIn
  - Follow up
  - Collect business cards
- **Remember names!**
- **Follow up**
- **Ask questions**
- **Categorize your connections**
  - **Hot Contact:** Direct Connection, know personally
  - **Warm Contact:** Some connection, do not know personally
  - **Cold Contact:** No connection. Prepare to ask questions. Use elevator speech.
- **Invest in your own business cards** (cheap or free offers often given on vistaprint.com)
  - Keep it simple – Name, Program, Contact Info, Goals

**John Brown**

**Mechanical Engineering Graduate Student at Wayne State University**

**Seeking a competitive internship for Summer 2016**

**(313) 555-5555 [john.brown@fakemail.com](mailto:john.brown@fakemail.com) [www.linkedin.com/john.brown](http://www.linkedin.com/john.brown)**



# Job Boards

**Use job boards to apply to jobs, but also use them as a point of reference to see what types of companies are hiring in your area.**

- Research jobs on job boards that may be out of your area to inventory necessary skills needed for the type of position you are looking for
- Use caution, beware of scams
- Avoid duplicate applications
- Prepare unique cover letters
- Find them on LinkedIn
- Find someone in your network
- Don't forget your campus job boards!







# Popular Job Boards

- **Handshake:** <https://wayne.joinhandshake.com>
- **Indeed:** <https://www.indeed.com>
- **Michigan Talent:** <https://MITalent.org>
- **LinkedIn:** <https://www.Linkedin.com>
- **ZipRecruiter:** <https://ZipRecruiter.com>
- **National Society of Professional Engineers**  
<http://www.nspe.org/resources/career-center/job-board/job-board>
- **Engineerjobs.com** <http://www.engineerjobs.com/>



# Job Search Resources

- [Handshake](#) (for on-campus and off-campus opportunities)
- [Indeed.com](#)
- [Linkedin.com](#)
- [Michigan Talent Connect](#)
- [ZipRecruiter](#)
- [CareerBuilder.com](#)
- [EngineeringJobs.com](#)
- [HigherEdJobs.com](#)
- [Internships.com](#)
- [Monster.com](#)
- [National Society of Professional Engineers](#)
- [Stack Overflow](#)
- [State of Michigan Jobs](#)

## Recruiting Agencies

- [Adecco](#)
- [Aerotek](#)
- [Hire Road](#)
- [Kelly Services](#)
- [OpTech](#)
- [Peak Technical](#)
- [RGBSI](#)
- [TEC Group](#)
- [Trillium Technical](#)
- [WSP](#)



# Direct Approach/Referrals

**Sometimes going directly to the source is the best way to find a position. Most companies today do not want you to show up at their door physically, but they want to be sought out by top talent.**

- Remember, many companies do not use job boards or agencies to share jobs.
- Visit the websites of companies you are interested in and see how you can apply.
- If there is no job board – contact their HR department and introduce yourself.
- Showing you are proactive is a valuable job skill!
- Follow up with referrals – fast!





# Agencies

**Agencies, contract houses, third party recruiters, and talent management companies can be a huge resource for breaking into large companies. They can be used to find full-time, part-time, and internships.**

**•Trust, but learn the facts**

- Most agencies do not charge job-seekers, but always err on the side of caution and find out their policies first.

**•“Try Before you Buy”**

- The appeal of third party recruiters is great for companies big and small. When companies need new talent, they can pay agencies to find the best individuals for the positions.
- Most agencies employ on a contract-to-hire basis allowing the employer to “try before they buy”, so to speak.
- Most agencies working in this area have high contract-to-hire numbers
- Many agencies offer job security, benefits, etc.

**•Sponsorship, CPT/OPT**

- Many agencies are able to offer sponsorship for international students/employees.



# Resources for International Students

Finding an internship or job opportunity as an international student can be difficult, but there are resources to help you. Start by utilizing online resources, growing your network, and finding organizations in your area that are relevant to helping international employment.

- Global Detroit - <http://www.globaldetroit.com/>
- Going Global - <http://www.goinglobal.com/>

