How To Find A Job, Co-op or Internship: Tips & Secrets

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www.engineering.cornell.edu/careers
A-R-M Process

- Assess
- Research
- Market
Assess Yourself

- Who?
- What?
- Where?
- When?
Understand Yourself…

Employable Skills

- Leadership
- Initiative & Follow Through
- Creativity
- Communication
- Managerial
- Interpersonal
- Teaching
- Teamwork

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Create A Plan...

Indentify…
- Budget?
- Time Constraints?
- Deadlines?
- Alternate Plans?
Research...

- Yourself
- The Job Market
- Employers / Schools

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Favorite Websites

- Cornell CareerNet—access through ECCS and CCS website
  Good for both job/internship searching and networking
  (once the Cornell Career Contact Network is back up)
- Indeed.com—Full time and summer jobs
- Tech-interns.com—Links to engineering companies that offer internships
- Idealist.org—Nonprofit organizations
- CareerCornerstone.org—Profiles of careers for each engineering major

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Favorite Websites (cont.)

- USAJobs.opm.gov—The Fed’s official site for full-time jobs
- Career Search—access through ECCS website Job Search Links
  Search companies by location and industry
- Vault.com—access through CCS website
  Companies / careers / newsletters / salaries / downloadable guides
- Professional Association websites—access through our website--Job postings, student memberships
- Myplan.com—All you need to know!
Engineering Library

http://astech.library.cornell.edu/ast/engr/find/Job-Searching-for-Engineers.cfm

- U.S. Industrial Directory; Directory of American Research and Technology; Principal International Businesses; ENR Directory of Contractors

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Additional Independent Job Search Tips…

- Visit the career libraries in 201 Carpenter and 103 Barnes Hall
  America’s Top Computer and Technical Jobs; Directory of Foreign Firms Operating in the U.S.; Going Global-Country Career Guides; Vault Guide to Top Internships; InternshipsUSA
- View employer web pages
- Review former Co-op Job Summaries
  201 Carpenter or www.engineering.cornell.edu/coop
- Participate in Job Shadowing programs: EXTERN
  Through Cornell CareerNet

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Marketing Yourself

- Review Your Resume
- Practice Dialogue
- Be Persistent
- Follow Up
- Be Available
- Prepare Interviewing
- Use Multiple Strategies
- Network

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Networking

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Networking…

- 90% of non-entry level jobs are found through networking.
- One contact leads to another…
- 60% of networking contacts produce helpful referrals.
- Can create a new position.
- You do the screening.
- Acquaint you with many valuable personal and business friends.
- Uncover unpublished openings.
- Will give you an advantage over 90% of other job seekers.

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Roadblocks...

- Don’t like “asking” for favors
- Poor planning
- Assume people are too busy
- Indecision
- Shy
- Lack of desire
- Fear of rejection
- Won’t try new ideas
- Don’t like cold calling
The Three “P’s”

- Polite
- Patient
- Persistent

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