

Effective Job and Internship Search Strategies

Not sure how to go about finding a great job or internship? A successful search requires persistent use of a variety of strategies! Use these suggestions and [make an appointment](#) with one of our career advisors.

Networking

It is estimated that about 80% of jobs are found through networking and about 6% are found through job boards. Here are tips to develop your network and connect with professionals in your fields of interest:

- **Connect with family**, friends, faculty, former and current employers, social groups and alumni. They can be a great resource for job leads. Articulate what you are looking for in a job or internship.
- **Arrange brief meetings** with contacts and solicit job advice and information regarding your field of interest. These meetings could be held in person or on the telephone. Mention your career objectives, the type of employment you are seeking, and your qualifications. Ask them to recommend at least two new contacts to continue your networking.
- **Follow-up to build relationships.** Remember to send a thank-you note after making a new contact, and create a database of your contacts for future correspondence. A great resource for staying organized with your contacts and job applications: www.jibberjobber.com
- **Attend [Career Fairs](#) and Networking Events** to make contacts with professionals in your field of interest.
- **Contact the UW Alumni Association** and access the many networking opportunities they offer through their career programs, including their alumni directory, [Badger Bridge](#).
- **Use [LinkedIn](#)** to find contacts who work in specific industries or at specific companies.

Professional Organizations

Every field has professional organizations that exists to provide news, career information, and important developments in the industry. Nearly all chapters have regular meetings, which can be a gateway to connecting with professionals and developing contacts. Ask your networking contacts what they read to stay informed. Use the [Occupational Outlook Handbook](#) to find professional organizations for a specific occupation. Choose the “more information” tab at the top of any occupation entry. Also check [LiveCareer](#) for more links to associations.

On-Campus Recruiting

[BuckyNet](#) is the University of Wisconsin online recruiting program designed to assist students in job and internship searches. [Sign up for BuckyNet](#) to participate in on-campus interviews and get access to search job and internship listings.

Volunteer

Gain first-hand knowledge in your field, and establish a professional network by becoming involved with relevant projects. Volunteering is an excellent way to gain experience and skills related to your future career. Check out the Morgridge Center for Public Service for volunteer opportunities:

<http://www.morgridge.wisc.edu/>.

Job Fairs and Workshops

Job fairs, career-related events, workshops, and conferences are arranged by universities, professional organizations, and independent groups at different times throughout the year.

<http://www.nationalcareerfairs.com> is one searchable resource.

- Career fairs are excellent ways to network, find out more about an industry, and meet many employers at once. Read up on making the most of your career fair networking.
- These events allow candidates and employers to engage in a mutual screening process. By speaking with several employers in your area(s) of interest at a concentrated time, you will get a better sense of the range of positions available, and the qualifications necessary to assume those roles.
- For a list of the UW career fairs check out our event listings: <https://careers.ls.wisc.edu/career-internship-fairs/>.

Looking to Work for the State?

Consider taking the State of WI Civil Service Exam. The type of exam you will need to take is indicated in the “How to Apply” section of each job announcement found on <http://wisc.jobs/public/>.

Follow-Up: A Strategy For All Strategies

Following up with professionals with whom you interact is a **very** important step in the job search process. The follow-up strategy most appropriate will depend on how far you have progressed in your job search.

- For example, you may call an employer after your application materials have been sent to an organization, or you may be at a point where you are sending thank-you letters after job interviews.
- The follow-up may be with your initial contact, another person in the same organization, or another employer in the field. Since you will be contacting several employers, it is possible that you will use several follow-up strategies concurrently.
- As a job searcher, it is important that you take the initiative to make the appropriate contact in a timely manner to demonstrate your appreciation for the time they have invested in you.
- Keep your networking contacts apprised of your progress as you conduct your search. This will keep them thinking of you and also help generate good will toward your endeavor.

Be proactive and persistent in your job/internship search! Job seekers who go beyond applying to posted job listings are almost always more successful more quickly. Use a variety of methods and approach your search as you would a part-time job for best results.

