

1. TARGET YOUR SEARCH (*Circle all that apply*)

Local/National/International

Internship For-Credit (see your academic department)/Not for Credit

Major: _____

[What Can I Do With This Major?](#) + [Roadrunner Career Navigator](#)

Top 3 Areas or Job/Internship titles of Interest ([UNSURE? Take the Career Explorer career assessment](#))

1. _____

2. _____

3. _____

Search Avenues:

- [Handshake](#)
- [Indeed.com](#)
- [LinkedIn](#)
- Company Website
- [Careershift](#)
- [GoinGlobal](#)
- [Interstride](#)
- [Student Orgs](#)
- [Career Expos & Events](#)
- [Micro-internships](#)
- Professors/Dept.
- [Roadrunner Career Navigator](#)
- Professional Association
- Roadrunner Network

Internship/Jobs/Companies	Application Timeline

2. GET ORGANIZED

[CareerShift - A Better Way to Network and Job Search](#)

[JobScan.co Job/Internship Tracker Spreadsheet](#)

3. DOCUMENT PREP AND NETWORKING

- ✓ [Resume](#) + [Cover Letter](#)
- ✓ Letters of Recommendation
- ✓ Portfolio (if applicable)
- ✓ [Take your professional headshot at the Iris Booth](#)
- ✓ Update Handshake and LinkedIn Profile
- ✓ Use LinkedIn for researching + reaching out to key contacts for professional introductions

4. ADDITIONAL RESOURCES

[LinkedIn Transferring Your Skills Tool](#)

[ChatGPT Prompts to Become a Competitive Job Applicant](#)

[Job/Internship Search Strategy Video Tutorial](#)

[University Career Center website](#)