

JOB/INTERNSHIP SEARCH GUIDE



CREATE SOME STRUCTURE:

Job searching, like many things, is a large task that needs to be systematized and **broken down into smaller tasks**. A full-time job search can take several months, and it's difficult to keep your momentum if you are only job searching "when you're in the mood." Consider scheduling routine "job search coffee dates" with a friend or putting time blocks in your schedule every week that are strictly focused on career development/job searching. Alternatively, set smaller goals for yourself. Want to apply to 3 jobs per week? Reach out to 2 people on LinkedIn per week? **Hold yourself accountable** to your goals in whatever way will work best for you.

TRACK & ORGANIZE PROGRESS:

When applying to many roles, **make a spreadsheet** to track the applications you have sent in and those you plan to. Track whatever information is helpful for you (location, salary, recruiter name/email, etc.). This is essential for staying organized.

| Company | Position | Date Applied | Heard Back? |
|---------|----------|--------------|-------------|
| | | | |
| | | | |

Secondly, **keep the application materials** you've submitted *for each job*. Save/submit these as "last name_resumeorcoverletter_positionorcompany_monthyear." Also, keep a copy of every job description (they might get taken offline by the time you interview). Consider storing these in a job search folder with subfolders for each application.

BALANCE QUALITY & QUANTITY:

In any job search, you want to submit a high volume of applications to give yourself good odds of hearing back (non-response and rejection WILL happen). To maintain momentum, give yourself **realistic goals** that you can maintain on a weekly basis. For example: "Mondays and Thursdays will be my application days. I will commit to submitting 3 new applications on each of these days." At six jobs per week, you will look back after one month and realize you've submitted 24+ applications!

However, *do not sacrifice quality* in trying to apply to as many jobs as possible. **Tailor your applications** as best you can to each job—remember that recruiters look at hundreds of applications and you want yours to stand out! That doesn't mean you need to create a tailored application from scratch each time. To save yourself the extra effort down the line, create a resume draft for each type of job you intend to apply to (for example, "clinical research resume" and "medical technician resume"). Then, your final tweaks will be minimal!



1. JOB SEARCH ONLINE USING KEYWORDS

Identify several keywords that you can use in your searching. Some positions that are similar in nature of work may not be titled the same. For example, “marketing manager,” “brand strategist,” and “advertising specialist” may all have similar responsibilities, so make sure you are not limiting yourself by only searching one or two titles. It can also be helpful to **search by a skill**. For example, search AutoCAD rather than Mechanical Engineering to find roles that utilize this engineering-related skill of yours.

2. IDENTIFY TARGET COMPANIES

If there are specific companies you are really interested in working for, write them down! Or, if you want to work in a specific geographic location, look up companies in your industry in that area. Follow these organizations on LinkedIn and Handshake, and try to connect with folks who work there. Go **directly to their websites** and careers/jobs pages, and see if they are hosting any events. When it’s time to apply, you can even include in your application how you’ve engaged with their company thus far!

3. NETWORK!

Many positions are found through some form of networking, so it is a good use of your time to connect with others in your industry. Reaching out to a stranger on LinkedIn might not result in a job opportunity right away, but having a **career community** with shared interests will definitely benefit your career in the long term. Consider reaching out to alumni, doing **informational interviews**, or connecting with those already in your network (think: didn’t your friend’s mom go to law school? Didn’t a classmate of yours just land a cool HR internship? Maybe they’d be willing to talk to you about it!)

When reaching out, you should approach recruiters differently than industry professionals. With recruiters, it’s okay to directly reference the roles you’re interested in or have applied to. With industry professionals, you’ll want to approach the relationship looking for mentorship and guidance. For example:

Reaching out to a Recruiter:

“Hi [Name], My name is..., and I recently applied to [job] at [company] on [date]. I haven’t heard back yet, but remain very interested and think I would be a great fit because [1-2 brief reasons]. I’ve attached my resume to this message for your convenience and hope to be considered. Thank you for your time!”

Reaching out to an Industry Professional/Alum:

“Hi [Name], My name is..., and I’m currently a [year] at UC San Diego majoring in... I came across your information through..., and was really inspired by your career path, particularly your work in [industry/company/role]. As I explore potential career directions, I’d love the opportunity to hear about your journey and any advice you might have for someone starting out. If you’re open to it, I’d be very grateful for a quick 20-minute conversation. Thank you for considering!”