LOOKING FOR A JOB OR AN INTERNSHIP?

Conducting an effective internship and job search requires students to take initiative and be proactive in their own career development. Our staff can discuss ways in which you can stand out and differentiate yourself and remind you to be resilient and adaptable if your first plan does not come together. We encourage you to start your search early and utilize all the tools at your disposal. If you’re not sure where to start or just want some pointers, book an appointment with our office or come to one of our many relevant events.

The following information are steps to take during this process.

STEP 1: EXPLORE KNOWLEDGE

Before you begin to look for jobs and internships be sure that you have self-knowledge and occupational knowledge.

- Take the time to think about your interests, career values, skills, personality, and qualifications when considering various experiential opportunities.
- Then you will explore how you can relate to occupations and employers based on your self-knowledge by completing research utilizing databases like O*NET and OOH.

Create an appointment with a Career Consultant to discuss career assessments, via Handshake.
STEP 2: LOCATE OPEN POSITIONS

The best search strategy includes using multiple resources, this includes utilizing online platforms and through networking. Below lists broad search sites as well niche online platforms.

Networking

Connect and network with companies and professionals in industries of interest to you.

- Use LinkedIn to identify contacts
- LinkedIn is the best professional online networking site where 90% of recruiters and employers turn to this online platform to recruit and source their top candidates for hire. That is why it is paramount you make sure your LinkedIn profile stands out for all the right reasons. To learn about some of the best practices in creating a stellar LinkedIn profile and navigating this professional networking site to its fullest potential, we encourage you to attend one of our LinkedIn workshops. An up-to-date listing of all our events can be found on Handshake.

- Consider conducting an informational interview, see our Informational Interviewing Guide with alumni and professionals to learn about their experience in a career field and how they got started.

Handshake

Handshake is where employers post jobs and internships specifically for UTD students & alumni.

- Look at internship/job listings that include full- and part-time, on- and off-campus internships and jobs in a wide range of career fields and locations.
- Update your profile interests to receive industry specific information (not just by your major).
- Upload up to 10 documents, including targeted resumes, cover letters, and writing samples, to help you apply for these positions.
- Utilize the events tab to find career fairs, employer events, panels, workshops, and more.
Online Platforms and Databases

General

A&H

ATEC

BBS

EPPS
Students Gateway to U.S. Government | https://www.usajobs.gov/
ECS
| https://www.engineering.com/jobs/

NSM
https://www.earthworks-jobs.com/

SIS
https://www.publicservicecareers.org/

JSOM
eFinancialCareers | HR JOBS | MarketingHire | OneWire

State and Local
https://www.workintexas.com |
https://www.dallascounty.org/departments/HR/employment.php

International
https://www.ice.gov/SEVPdata | https://www.coolworks.com/search |
GoinGlobal | internship guide for international students**
**STEP 3: APPLY AND INTERVIEW**

Your resume must make a great first impression in order to move onto the interview phase of the hiring process. Have your resume reviewed by UCC staff by making a resume review appointment through Handshake before applying. Also, see our Resume Guide for tips and examples.

After applying to the chosen job/internship posting(s), obtaining an interview is one of the most important steps in the job search process. Having an interview allows for you as a candidate to elaborate on how your education, skills, and experience fit qualifications the employer is seeking in an applicant and ultimately earn the job offer.

The keys to interviewing success are self-knowledge, researching the employer, and preparing for interviews. Please review our interviewing guide, utilize our interviewing database, or create a mock interview appointment with a career consultant for advice on interview preparation.

**STEP 4: EVALUATE OFFERS**

After you have made it through interviews and have earned an offer from the employer, be sure to take your time and have all your questions answered before making a decision. For tips on negotiating job offers please review our negotiating offers guide.

**Accepted an internship?**

Be sure to review our Experiential Programs to report your internship. If you are in the school of ECS be sure to visit ECS Internships.

**Have you been offered a job?**

See our negotiations guide and book an appointment with one of our consultants via Handshake to discuss how to successfully negotiate your offer.

**Accepted a job offer?**

Have you been offered the job? See our salary negotiations guide and book an appointment with one of our consultants via Handshake to discuss how to successfully negotiate your job offer.