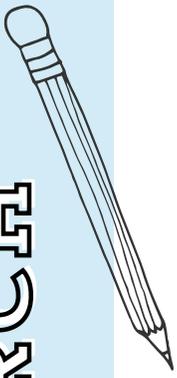


# JOB OR INTERNSHIP SEARCH



University  
Career Center



jmu.edu/career  
@jmucareer

### **Visit our website before getting started.**

Our website has advice on how to find a job or internship. Topics include searching for jobs and internships by location, searching by major, networking to find jobs, managing your online presence, and much more.

### **Find positions that match your interests.**

Search for positions on Handshake, and check out other posting sites linked from the Find Positions by Major page of our website. You can also explore the websites of companies that interest you, or network to find additional positions (through LinkedIn, personal connections, or employer events).

### **Research the employer and position.**

Once you've identified positions of interest, do your homework on the goals, mission, and values of some of your preferred companies to make sure it's a good fit and make the best impression on recruiters. Use tools like LinkedIn, the company website, and Vault to research.

### **Prepare your materials.**

Develop your resume, cover letter, LinkedIn profile, and references with help from our website. Tailor your resume and cover letter to each position. Seek out feedback from our career advisors, faculty, former supervisors, etc.

### **Attend the Campus-Wide Career Fair.**

Find other positions of interest at our Campus-Wide Career Fair. Our career fair is held every semester, and there are usually 160+ employers in attendance from a variety of industries. Research positions of interest through Handshake, and come dressed professionally with copies of your resume.

### **Attend other employer events on campus.**

Employers come to campus throughout the year, and you can sign up for opportunities to meet them on Handshake.

### **Create a system to track your applications.**

Develop a system for keeping track of your applications, including where you found the position, title, company, date applied, and application status.

### **Schedule an appointment.**

Make an appointment with our career advisors.

*We believe in you!*

