

GUIDEBOOK FOR **INTERNSHIP & JOB SEARCHING**



A STEP BY STEP PROCESS TO HELP
YOU NAVIGATE THE PROCESS



STEP 1: Application Materials & Networking

1

RESUME

The purpose of the resume is to communicate your education, skills, technical skills, and qualifications for a specific role. Make sure you are tailoring it as you apply!

2

COVER LETTER

Beyond the resume, highlight and expand upon your skills and qualifications to prove why you are a great match and fit for the position you are applying to.

3

NETWORKING

Networking is an essential part of professional development and growth. It can help you learn about what type of industry you want to be part of, what it's like to work for a specific company, and even give you insight into a "hidden" job market.

PRO TIP:

An average of 85% of individuals say they found their internships or jobs through their network. Make sure to leverage your family, friends, faculty/staff, and other mentors while conducting your job search!



STEP 2: The Search

1

HANDSHAKE

Handshake is a job board exclusive to college students at UVM and across the US. Sign up today to begin the job search and update your profile to attract recruiters!

2

LINKEDIN JOB BOARD

LinkedIn has a job board feature where you can set parameters around skill level, location, remote options, and more. You can even save your search and set alerts.

3

GENERAL JOB BOARD SITES

[Indeed.com](https://www.indeed.com)

[Engineerjobs.com](https://www.engineerjobs.com)

[ZipRecruiter.com](https://www.ziprecruiter.com)

[Zintellect.com](https://www.zintellect.com)

[Job Boards on Professional Organizations](#)

PRO TIP:

On almost every job board, there is a "save search" or "set alert" feature where the job board will email or text you every time a new job is posted.



STEP 3: Determining Companies

1

UVM LINKEDIN ALUMNI

Every University on LinkedIn has a "Alumni Tool" where you can search your major to see what companies they work for, depending on where they are in the world.

2

BUZZFILE.COM

On Buzzfile, you can search companies based on what majors they hire. This can help you investigate companies that may be of interest to you. Explore different majors too!

3

UVM CONNECT

UVM Connect is a community of alumni, students, and staff who are ready to get engaged and share knowledge. Join the STEM Networking Group and find a mentor today!

PRO TIP:

Create a spreadsheet with a list of companies you are interested in to keep yourself organized, including when you applied, when you followed up, when you interviewed, etc.



STEP 4: Additional Tips

1

ATTEND EVENTS

The UVM Career Center & CEMS Career Readiness Program hosts career fairs, panels, workshops, and more where you can meet with companies or employers.

2

RESEARCH

Research is a great way to gain experience and build your resume. Check out UVM's CEMS REU Summer Program, the UVM FOUR Office and other REU Websites.

3

ADDITIONAL RESOURCES

Gain experience with an On Campus Job: Search on JobX

Want credit for your internship? See if it counts!

Check out the CEMS Career Readiness Page

View more helpful tips through the Career Center

PRO TIP:

Don't see an opportunity you want? Reach out to the company, professor, or individual to introduce yourself and ask if there will be any opportunities in the future.