

Job or Internship Search Game Plan

Directions: Make a copy of this document to use as your job or internship search master plan. This can be shared with your trusted advisors and updated as you navigate applying to jobs and/or internships.

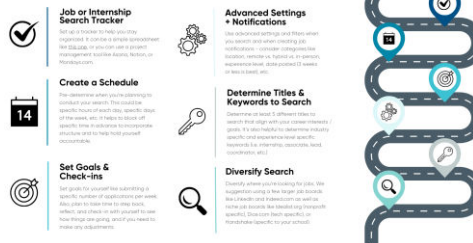


Click [here](#) for full resource

Prep Checklist

PREP TASK	DUE DATE
<input type="checkbox"/> Professional Email & Voicemail – Resume and LinkedIn have professional email listed and updated professional voicemail	
<input type="checkbox"/> Social Media Clean Up – Updated privacy settings on social media to reflect level of visibility I’m comfortable with	
<input type="checkbox"/> Social Media Clean Up – Googled myself to check what comes up + make appropriate updates as needed	
<input type="checkbox"/> Master Resume – Updated “master resume” to include everything	
<input type="checkbox"/> Updated LinkedIn – Made sure all pieces of LinkedIn profile is updated, especially experience section, profile picture, and headline	
<input type="checkbox"/> Prepare References – Reached out to potential references to ask for their permission + give them a heads up	

Job or Internship Search Strategy



Click [here](#) for full resource.

Search Strategy Checklist

ORGANIZATIONAL TASKS	DUE DATE
<input type="checkbox"/> Tracker – Set up a tracker to help you stay organized throughout your search	
<input type="checkbox"/> Create a Schedule – Determine when you’re planning to conduct your search (specific hours of each day or specific days of the week, etc.)	
<input type="checkbox"/> Set Goals & Check-ins – Set a few search / applications related goals and schedule check-ins to take a step back and reflect on how things are going	
Deliverables & Action Items	
Link to Tracker	
My Search Schedule	
My Search Goals	
Check-In Dates	

NARROWING TASKS		DUE DATE
<input type="checkbox"/>	3-5 Titles & Keywords – Determine at least 3-5 potential job/internship titles to focus your search to start	
<input type="checkbox"/>	Diversity Search – Choose at least 2 places you'll consistently look for jobs/internships (e.g. Handshake, Indeed, LinkedIn) with a few others that'll diversify your search	
<input type="checkbox"/>	Advanced Settings + Notifications – Set up advanced search settings to align with titles and keywords you're focusing on, location, industry, size company, etc. Set up notifications (either within the platform or via email)	
Deliverables & Action Items		
Titles & Keywords		
2 places I'll look		
Locations		
Industries		
Company size		



Search Goals & Milestones

GOALS
<p>My job/internship search goal(s) are.... <i>(Example: To apply to # internships by [date]. To apply to as many opportunities as I need to land # interviews. To get an internship in [industry].)</i></p> <ol style="list-style-type: none"> 1. 2. 3.
<p>How does this job/internship search connect to my post grad plans? <i>(Example: Finding an internship will help me explore career paths to pursue after I graduate. Getting an internship will confirm or deny my desire to pursue a particular industry. Landing an internship will give me experience to help me decide whether or not to pursue grad school.)</i></p>
MILESTONES
<p>I will start applying to internships on... [Date]</p>
<p>I will apply to at least 5 internships by... [Date]</p>
<p>I will check-in (w/ self, and/or w/ trusted advisor) about my search to reflect and adjust as needed on... [Date]</p>

NEXT STEPS:

Date	Next Steps