

Guide to Finding Internships/Jobs Online

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Primary Websites

- LinkedIn*
- Indeed.com*
- Handshake*

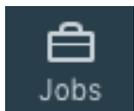
General Tips

- Use “*advanced search*.” There are a ton of opportunities out there, make sure you narrow your search to find opportunities you’re qualified for and want to pursue.
- Use *key words!* (Examples: intern, education, non-profit, consulting, think-tank, etc.)
- Find companies or organizations you want to work for and check their career listings, not all of them post on networking sites. *If they don’t have suitable internships for you, contact them* – it shows initiative and sometimes they can work something out and even tailor a position to your interests!
- Use different college’s career sites. They often have *public databases* to find companies and organizations that offer entry level positions and internships.
- Dry search!*

How to find a job/internship using websites:

-LinkedIn

-Under “Settings” > “Privacy” > “Let recruiters know you’re open to opportunities,” make sure your profile is set to “Yes.” This lets recruiters find you!



-To find internships or jobs, use the “Jobs” (briefcase icon) page and use the search tool. Use your key words to narrow your search and check this daily! If you’re getting the same list day-to-day, change the “sort by” settings from “Most Relevant” to “Most Recent” to get *new* opportunities.



-Apply to anything that lets you submit an application through “Easy Apply.” This automatically submits your information and a resume to the recruiter in one-click.

-Upload your resume in addition to any major projects that may demonstrate applicable skills towards your career... companies may want to see this and make you look more employable

-Indeed.com

- Filter by location
- Use key words, and *check daily*
- Some job listings will tell you to visit the company website to apply. Do this even if you are not set on applying as the website provides more information about the job.

-Handshake

- Under “Jobs” > “Job Search”
- Use “Filters” to narrow your options (Handshake will tailor your results to what it thinks you may be interested in and you may not need filters).
- “Favorite” jobs you may be interested in; you will receive emails to remind you to apply to them and when they’re due
- Stay up-to-date with the “On-Campus Interviews” tab under “Jobs” as they are frequently updated
- Use Handshake like LinkedIn; make your profile public, connect with people you know

Other Helpful Links:

-College Recruiter (entry level and internship positions):

<https://www.collegerecruiter.com>

-Yale Office of Career Strategy – lists companies, internships, and fellowships by category to check out:

<https://ocs.yale.edu/yale-college/common-good-creative-careers>

-Google for Jobs:

<https://careers.google.com/jobs>

-Nonprofit Jobs:

<https://nationalnonprofits.org/nonprofit-jobs/search>
<https://www.idealists.org/en/?radius=auto&type=JOB>
<https://www.wayup.com/#get-recognized>
<http://www.hrc.org/hrc-story/internships>

-New York City Government Positions:

<http://www1.nyc.gov/jobs/index.page>
<http://www1.nyc.gov/jobs/explore-careers.page#fellowships> (*scroll to the bottom of the page for internships*)

-New York State Internships:

<http://assembly.state.ny.us/internship/>
<https://www.nysenate.gov/newsroom/articles/undergraduate-program>

Syracuse University Resources

-Attend career fairs! This will give you an opportunity to talk to recruiters, ask questions and get a better idea of what types of jobs you may be interested in applying for.

Internships Count for Credits! (Co-Op)

The College of Arts & Sciences allows you to complete 10-30 experience credits and apply it to your degree. Many major advisors are willing to work with you to count it towards your major if it indeed lines up with your curriculum. You can complete the semester with 12-15 credits. Additionally, you can register in a course like PAF 270 for 6-9 credits.

Check to see if a firm, organization, or agency you're interested in has Fall and Spring internships. It is significantly less competitive going for a semester-based internship, compared to summer. Additionally, it is likely that intern cohorts are smaller and pay/benefits are larger!

In order to make this happen, you must plan ahead. You should sit down and write down each class or requirement you need in order to graduate. You will recognize that there is room in there to incorporate this co-op semester. You must make sure that while on SU's campus, you are taking the most crucial classes you need. You must also look at how many exploratory credits you have and what requirements you can fill with an experience like this.

Networking Trips

-Attending networking events and immersion trips can help be helpful when searching for internship opportunities.

-If you are CAS/MAX student you should be signed-up for the A&S Weekly newsletter. The newsletter has information about upcoming networking events with companies and alumni as well as internship opportunities.

- Keep an eye out for posters around campus and events held by other colleges (you can still attend them even if you're a CAS student).

-Connect with alumni at events and keep in touch with them through email/LinkedIn.

-Look for immersion trips held by CAS, iSchool, and other colleges. These are great opportunities to learn about internship openings and get to tips from alumni.

Links:

CAS Road trips

<http://thecollege.syr.edu/careers/road-trips-explore-new.html>

iSchool Road trips (open to all majors)

<https://ischool.syr.edu/academics/experiential-learning/roadtrips/>

Career Services Search Engine:

<http://careerservices.syr.edu/internshipsjobs/jobs/jobsearchresources.html>

Key Word Bank for Policy Studies Majors:

administration	legal
americorps	legislative
associate	local
civics	ngo
civil servant	non-profit
consulting	policy
coordinator	political
data analysis	program
education	coordinator
entry level	public affairs
environmental	public health
excel	public service
federal	spss
government	think tank
housing	urban
human rights	development
leadership	vista