

JOB & INTERNSHIP CHECKLIST

The job and internship search can seem complex. It is often helpful to break it into manageable steps. You can tailor the sequence below to suit your career search goals.

Step 1: Know yourself.

- I have identified my [personal strengths](#), skills, interests, and experiences.
- I have identified 3-5 stories that demonstrate my top strengths and accomplishments.
- I can articulate my life motivations and workplace values.
- I have made a list of possible job titles/fields of interest.
- I can name two or three careers/jobs I would like to pursue.

Step 2: Know your options.

- I have researched organizations or companies that might hire someone with my skills, interests, and background using [Handshake](#), [ONetOnline](#), [GoinGlobal](#) and other online resources.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs.
- I have identified the top three geographic areas where I'd like to live and work.
- I have identified 10 potential employers for the type of work I'm seeking.

Step 3: Get ready for the search.

- I have updated my profile in [Handshake](#).
- I have had my resume and cover letter(s) reviewed by [Business Career Services](#).
- I have prepared a portfolio or work samples to highlight my experience, skills, and talent.
- I have developed my "30-second speech" for brief interactions with employers.
- I have updated my [LinkedIn profile](#) and also have considered using [Loyola Linked](#) for alumni relationships.
- I have identified and requested three individuals who will serve as references.
- I have identified 3-5 people from various platforms (faculty/staff connections, [LUConnect](#), [Q Mentorship Program](#), current or former supervisor(s), former coaches and teachers, community leaders, etc.) who would be willing to connect me to their networks. If I am concerned about identifying individuals to serve in this capacity, I will reach out to [Business Career Services](#) for a career coaching session.
- I have 1-2 other professional contacts who may be willing to introduce me to others in their network.
- I have reviewed [Business Career Services Interview Materials](#) to ensure I'm prepared for interviews.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have an interview suit/professional attire that is appropriate for my chosen discipline.
- I have a professional voice mail message and e-mail address for professional communication with employers

Step 4: Start searching.

- I have uploaded my resume(s) to [Handshake](#) and selected my job search preferences.
- I regularly check [Handshake](#) for job postings and career information. I read the appropriate job-search resources for my field(s) of interest.
- I have a system for keeping track of my contacts, interviews, and other job-search activities.
- I am active on [LinkedIn](#), share articles that demonstrate competence in my field, and have identified common connections or alumni at companies of interest.
- I follow up on every interesting job lead immediately.
- I have developed a list of potential networking contacts and stay in regular contact by updating them on my search and/or sending them seasonal greetings.
- I follow-up each cover letter with a phone call or e-mail to the employer requesting a job interview.
- I sent prompt thank you email messages (within 24-48 hours) to every person who interviewed me. A friendly reminder, hand written thank you notes are strongly encouraged.

