

Career Development Center  
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# Job & Internship Search

## 2. Participate in campus recruiting events

One of the great things about being a college student is having access to the recruiting program run through the school. Each year, the Career Development Center works with organizations to arrange information sessions, on-campus interviews and job and internship fairs. All of these are great ways to connect with employers to learn more about their organizations and apply for jobs. Find out about these opportunities by checking the CDC website and Hamline Career Link for updates.

## 3. Research who is doing the work you are interested in doing and make direct contacts

Not all jobs and internships are advertised. In fact, many seekers find opportunities by looking beyond positions listed online and contacting organizations directly to inquire about available opportunities. If you have an interest in working in a particular field, it can be helpful to step back and think about all of the different organizations that are doing the work that you are interested in doing. You may be able to develop a list off the top of your head, but it may also take some research. Some resources that may help include newspapers, libraries, local directories, business journals, area chambers of commerce, trade or specialty publications, and also faculty and alumni who are connected to that field.

Once you have created that list, visit the organizations' websites to see if they have positions posted or contact them directly and ask to speak to someone in Human Resources. Even if an organization is not hiring at the moment, be sure to ask how you can find out about future openings, and whether you can send them a resume in case a position becomes available. This is also a good time to do informational interviews to learn more about the organization and possibly get your foot in the door for the future.

## 4. Networking

When it comes to the job and internship search, professional networking is a great way to learn about organizations of interest,

have, or suggest areas that you might be able to be helpful. Be confident and upbeat, but don't be overbearing. For more information about how to best approach an organization, talk to a career counselor or seek the advice of networking contacts.

## Resources to Help You Get Started

Great job and internship search websites:

<http://www.hamline.edu/cdc>

The Career Development Center's website. Check out the Hamline Career Link job and internship posting system as well as "Internship Search Resources" in the "Internships" page.