

Conduct an Effective Internship/Job Search Spring 2023

<https://career.engineering.asu.edu/resumesandresources/internship-job-search/>

FULTON SCHOOLS
OF ENGINEERING | **career**
center

ASU Ira A. Fulton Schools of
Engineering
Arizona State University

Agenda

- **When** to look
- **How** to prepare
- **How** to get organized
- **Where** to look for job information
 - On-line job postings
 - Other sources
- **How** to connect with companies

Make sure to be mindful of the recruiting cycles.
Start early! And if you are still an underclassman:
start learning about jobs and companies now.

When do I look? NOW

- Fulton Schools Spring 2023 Career Fairs:
 - In person: Feb 14, Feb 15, Feb 16
 - Online: Mar 24

Prepare: Update Your Résumé

- Use the sample format
<https://career.engineering.asu.edu/resumesandresources/resumes/>
- Check the job posting: use the same words, phrases, and acronyms as the job description

SPARKY SUNDEVILS	
602.555.1212 • sparky.sundevils@asu.edu • linkedin.com/in/sparkysundevils	
SUMMARY Senior mechanical engineering student with internship experience in medical device manufacturing and product development. Project experience includes applications of software and hardware. Seeking full-time position May 2020 in medical device manufacturing, pharmaceutical production, and other FDA-regulated industries.	
EDUCATION B.S.E., Mechanical Engineering, Business Minor Graduating May 2020 Arizona State University, Tempe, AZ 3.82 GPA Barrett, The Honors College Relevant Coursework: Hardware Design Languages and Programmable Logic, Advanced Excel in Business	
TECHNICAL SKILLS Data Analysis and Statistics: JMP, Minitab Design and Modeling Tools: SOLIDWORKS, LAYVIEW, MATLAB, Microsoft Office Programming: Python, C, C++ Certifications: National Instruments Certified LabVIEW Associate Developer (CLAD) – August 2019	
PROFESSIONAL EXPERIENCE	
Shriners Sustainability Initiatives, Tempe, AZ: Research & Development Intern	May 2019 – Aug 2019
<ul style="list-style-type: none">Applied measurement system analysis (MSA) to qualify relocated test equipment (JMP, Python)Authored three technical reports for relocated packaging equipment, following ISO9001 guidelines (JMP, Excel)	
Med Apps, Scottsdale, AZ: Quality Engineering Intern	May 2018 – Aug 2018
<ul style="list-style-type: none">Assessed equivalency of proposed alternate plastic packaging material (Minitab, Excel)Created and delivered presentations to train field sales representatives on new product features (PowerPoint)	
ACADEMIC PROJECTS	
Hand Cycle for Polio Victims	Fall 2019 – Spring 2020
<p>Collaborated in a team of three to design model of custom hand cycle for polio victims (SOLIDWORKS):</p> <ul style="list-style-type: none">Developed team schedule, including quality measurement for each major milestone (Microsoft Project)Ensured team compliance to Design Control Procedures according to Code of Federal Regulations (CFR)Recognized by faculty audience as "Best Presentation" out of 15 teams	
Sensor for Quadriplegic Patients	Spring 2019
<p>Led team of three to design and develop a mouse-like device to allow quadriplegic patients to use websites:</p> <ul style="list-style-type: none">Assessed range-of-motion data to determine feasible solutions (Python)Created device to detect muscle flexion in neck to control the mouse click (Arduino, FPGA)	
OTHER WORK EXPERIENCE	
Arizona State University, Tempe, AZ: Tutor (10 hours/week)	Aug 2018 – May 2019
<ul style="list-style-type: none">Tutored 10-15 undergraduate engineering students per week in MATLAB programming and math coursework	
Kuhli's, Gilbert, AZ: Sales Associate, Jewelry Department (10-24 hours/week)	Aug 2017 – Dec 2017
<ul style="list-style-type: none">Achieved #2 highest selling associate within one month of hire date	
ACTIVITIES	
ASU Society of Women Engineers (SWE)	Aug 2017 – Present
<p>Multiple leadership roles, including vice president and industry relations chair (300 members, \$75k annual budget):</p> <ul style="list-style-type: none">Increased industry events from 10 members to 80 members, by engaging with industry for specific datesOrganized 2018 annual conference participation, including 8 student poster submissions	

Linkedin profile: sample

Photo: look like a friendly professional

Who are you? What are you looking for?

More detail on what you are looking for, good at, experienced with...

What are you good at? Add key skills here

Sparky Sundevil
Masters Student in Computer Science (Big Data Systems) ||
Actively seeking full-time opportunities from December 2018
Phoenix, Arizona Area

Connect InMail More...

I'm a Computer Science graduate student at Arizona State University, specializing in Big Data systems. I have 3.5 years of professional experience in software development and am interested in a career as a Full-Stack Developer. Currently, am looking for full-time opportunities for December 2018 and onwards.

TECHNICAL SKILLS:
Languages: Java, Python, C++, JavaScript, SQL, HTML
Frameworks & Libraries: AngularJS, Pandas
Databases: MySQL, PostgreSQL, Oracle
Big Data: Apache Spark, Hadoop
Tools: Git, JIRA, Jenkins, MySQL Workbench, Anaconda, CA Rally

GITHUB: <https://github.com/>

COURSEWORK:
Algorithms, Distributed Database Systems, Database Management Systems Implementation, Data Mining, Multimedia and Web Databases, Distributed and Multiprocessing Operating Systems.

This example is from an actual student profile – this student was hired into the desired industry and role. It's not a perfect example, but is validated by the fact that the student achieved the desired position.

Make sure your “message” comes through – use the “About” section to highlight your key qualifications and that the whole profile captures the “why you” answers.

Handshake profile: sample

Make yourself visible to employers and promote your “message”

What's wrong with this profile?

- No photo
- My Journey: Missing a description of “what you are looking for” – not really “passion”: show off you professional you.
- Profile is hidden – employers can't find you

Note, employers may seek students in Handshake by searching for majors, keywords, and other criteria – and invite those students to networking events.

OK, so you have your “advertising” in order – let's move on to using your pitch.

Prepare for Interviewing

- Learn about interviewing now, while you are organizing your search



Dedicate Time

- Each week:
 - Clear plan: how much time, which days
- Expect to spend time:
 - Researching
 - Applying
 - Attending info sessions
 - Interviewing



Finding a job is a Full-time job, and it can be overwhelming, so you want to make sure you are setting aside time each week. Also, track the positions you have applied for weekly.

Keep Track

- Applications:
 - Create a spreadsheet to track companies, positions, dates applied, status
- Job Search:
 - Track actual time you spend searching and applying



Finding jobs

- Decisions:
 - Location: Where do you want to work?
 - Position: What type of work do you want/don't want?
 - Industries: What industries interest you/don't interest you?
- Research companies, jobs, and locations
 - Identify a wide range of options

Create Your Search Strategy

- Sort those options: “A”, “B” and “C” that match your decisions:
 - Location
 - Have opportunities
 - Interest you
- Apply to all relevant “A” companies and jobs
- Expand your search by applying to your “B” companies
- Then go to your “C” companies, then back to “A” and “B”

Not getting results? *Widen your criteria*

Need to learn more? Employer events

- Attend employer events:
 - Info sessions
 - Workshops
- Find these in Handshake (“Events”)
- Attend lots of these!
 - Learn about different industries and roles



Where do I look for a job?

- Handshake
- Company Websites
- LinkedIn, Indeed, GoinGlobal, ...
- Career Fairs: virtual and in-person



Apply through multiple job search websites.
Handshake – most likely to have recent college grad postings.

Why virtual career fairs?

Companies want them

- Connect with on-campus and on-line students in one event
- Can put many reps on the platform at once
- Allows hiring managers to attend

More opportunities for students

- Less waiting = speak with more companies
- May speak with different company reps (not only recruiters)
- Use time before, between, and after classes

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Why?

Companies want on-line career fairs. They love the in-person, but they also tell us they are fully committed to the virtual events.

They find all the students in one place

No restrictions – they can have many more reps at the fairs

No travel – hiring managers are more likely to attend themselves, in addition to HR reps

This means that you can speak with more companies at a virtual event than you might at an in-person fair.

Many times, we are broadcasting: “No waiting for Company A”

Students may end up talking to more company reps and may talk to the hiring manager

Use your time better – click in and out, no need to walk back and forth

Let Technology Work for You

- On Handshake, company website, LinkedIn and other websites:
 - complete your profile
 - upload your customized résumé
 - **set-up saved job searches so you are notified when jobs are posted**

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Make sure to have your profile complete, customize your resume, and set-up saved job searches so you are notified when jobs are posted. Make your profiles visible and NETWORK!

Apply

- Apply to jobs BEFORE Career Fairs
- Don't wait until the last day on the posting

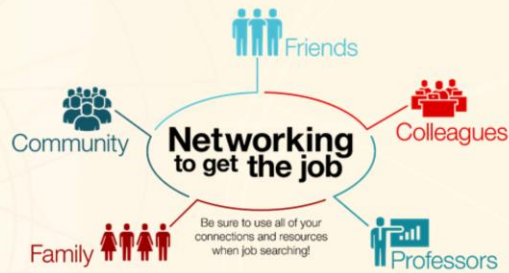


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Know Yourself, Your Skills, and Your Job Search Goals. Try to be as targeted as you can. A high match on relevant skills and experience may get your application through the company filters and may lead to interviews

Let Everyone Know

- Use your network:
 - Friends
 - Family
 - Industry contacts
 - Customers



TEXAS INSTRUMENTS

Source: Texas Instruments

So, you are looking NOW, or will in the future.
From your network person: Hey, how's your day going?

You: I'm having a great day! I'm graduating in May with a degree in Information Technology. I've worked full time while getting my degree and looking forward to starting my career. We just finished presenting our capstone project to our faculty, and won "Best Presentation"! I'm starting to apply to jobs this week.

Make sure you talk to everyone and let them know you are looking.

Other students: graduates who are working;
students who have a contact at a company
Industry contacts: people you met at industry or
student events

Customers: really? Where do you work? Do you
meet customers who can help you locate
opportunities? Think about it – if you work at
Starbucks, or a restaurant, or

Anyone else!

As one industry rep put it: “Network from where
you are”.

In the previous example, Karen Adams took the
opportunity to tell the group that she was looking
for an internship.

Where do I find information?

- **Glassdoor:** find information about companies, jobs, interviewing
- **Handshake:** companies that attended other career fairs
 - Example: Fall 2022: go to “Fairs” and select “Include Past Fairs” – select that fair to see employers who attended

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Many more!

If you need more options.... Tips

- **Cast a wider net:**
 - Use different search criteria: “engineering”, not “biomedical engineering”
- **Read any job in Handshake from your target companies:**
 - “Majors Requested” may not be correctly set in the search
- **Check company websites for other openings:**
 - Companies hiring for one position may have other jobs on their websites
- **Be sure to customize your resume:**
 - Make it align with different types of jobs

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Cast a wider net: Be open to different industries and types of jobs.

Research openings in Handshake: Skim over ALL recent postings in Handshake that are from companies where you might be able to work. Read the descriptions carefully: the company may have skipped over your major, but the description shows that they are hiring similar majors. Apply.

Check company websites: especially if you see postings on job sites, like Handshake, that are for other jobs. Companies hiring for one position are more likely to have other jobs on their websites. Apply.

Use other job sites: Use all the job sites that will have positions for you: Glassdoor, LinkedIn, company websites. Look first at recent postings. Older postings may have been cancelled.

Customize: Be ready to customize your résumé to align with different types of jobs. Don't apply to 100 jobs with a résumé that doesn't look like a fit for 99 of them.

Additional Information

- **Schedule a 1:1 appointment: Handshake** <https://asu.joinhandshake.com/login>
 - Schedule an appointment with the career center
- **Offline resume reviews: SkillsFirst** <https://skillsfirst.com/organizations/asu-engineering>
- **“Advice From Industry Professionals:...”:**
<https://career.engineering.asu.edu/resumesandresources/internship-job-search/>
- **Fulton Schools Career Center website:** <https://career.engineering.asu.edu/>
 - 24/7 access to presentations and tools

Researching Companies

- Think about companies that allow you to pursue your interests, technical skills and knowledge base. Go to their individual company website and start navigating it for important information.
- Look for companies that share your values (i.e., Company Culture)
- What is the company's mission? What is the company's focus? What are they inventing? How are they being innovative?
- Learn about the company's business operations
- Research the company's organizational structure
- Ask your network for opinions
- If you have connections at the company, consider reaching out to them

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When researching companies, look for the ones that allow you to pursue your interests, technical skills and knowledge base. Learn the company's business operations and organizational structure. Remember to network!

When do I look? Recruiting Cycles

- Full time jobs – Fall and Spring graduates:
 - More employers at **FALL** career fairs
 - Fulton Schools Spring 2023 Career Fairs:
 - Feb 14, Feb 15, Feb 16
- Summer interns:
 - Many offers at **FALL** career fairs
- When do these jobs get posted?
 - Postings on Handshake: begin **July-August-September**

Make sure to be mindful of the recruiting cycles.

Start early!

Spring is very important too for employers which just had their budgets approved and/or have additional openings

Job Search Advice Videos

- [Career Spots videos](#)
- Under “Job Search”:
 - Advice from Graduates
 - How do you get THAT Job?
 - Networking & Your Personal Brand



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Career Spots are 3-4 minute short videos that will coach you on different career development topics. Click on the link for more information on Networking etc.

Help companies find you

- Have a **public** profile and résumé on Handshake



- Post your résumé



Here are some additional ways to search for positions: professional orgs. Be careful about who contacts you - everyone is not who they present themselves to be on the internet.

What companies recruited this year?

The screenshot shows the ASU Career Center website. The ASU logo and 'Arizona State University' are in the top left. The navigation bar includes 'Handshake Log in', 'Students', 'Employers', 'Events', 'About', and 'Latest Jobs'. The 'Students' link is circled in red. A red oval highlights the text 'Online Career Fair information for students'. A red arrow points from this oval to the 'Career Fair preparation resources' section. A white box on the right contains the URL 'career.engineering.asu.edu'.

ASU Arizona State University

Fulton Schools of Engineering Career Center

Handshake Log in Students Employers Events About Latest Jobs

career.engineering.asu.edu

Online Career Fair information for students

Career Fair preparation resources

- Get prepared to make a positive, professional, first-impression during these online events.
- Check [Handshake](#) for upcoming career fair prep sessions and career development workshops hosted by the Fulton Schools Career Center.
- Follow this [Recruiting Season Student TO DO Checklist](#) to be ready for the career fairs and recruiting season.
- Log into [Handshake](#) to see which employers are coming.
- Review the [Get Ready for the Virtual Career Fair Spring 2022](#) Handout
- View [Fall 2021](#) and [Spring 2021](#) Fulton Schools Career Fair employers.

Here is information that has been collected on the companies that have recruited at ASU.