

# Conduct an Effective Internship/Job Search 2024

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

<https://career.engineering.asu.edu/wp-content/uploads/sites/15/2023/01/2023-Conduct-an-Effective-Job-Search-Jan-2023.pdf>

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

# When to look? Probably NOW

- Apply NOW:
  - Interns (for jobs in Summer **2024**)
  - Full-time (for students graduating **May 2024, Summer 2024**)
- Apply starting **Summer 2024**:
  - Interns (for jobs in Summer **2025**)
  - Full-time (for students graduating **Dec 2024, May 2025**)



# 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 SUNDEVIL8	
602.555.1212 • sparky.sundevil@asu.edu • linkedin.com/in/sparkysundevil	
<b>SUMMARY</b> 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.	
<b>EDUCATION</b> B.S.E., Mechanical Engineering; Business Minor Arizona State University, Tempe, AZ Barrett, The Honors College Relevant Coursework: Hardware Design Languages and Programmable Logic, Advanced Excel in Business	Graduating May 2020 3.82 GPA
<b>TECHNICAL SKILLS</b> Data Analysis and Statistics: JMP, Minitab Design and Modeling Tools: SOLIDWORKS, LabVIEW, MATLAB, Microsoft Office Programming: Python, C, C++ Certifications: National Instruments Certified LabVIEW Associate Developer (CLAD) – August 2019	
<b>PROFESSIONAL EXPERIENCE</b> Strayer Sustainability Solutions, Tempe, AZ: Research & Development Intern May 2019 – Aug 2019 <ul style="list-style-type: none"><li>Applied measurement system analysis (MSA) to qualify relocated test equipment (JMP, Python)</li><li>Authored three technical reports for relocated packaging equipment, following IQOQPQ guides (JMP, Excel)</li></ul> Med Apps, Scottsdale, AZ: Quality Engineering Intern May 2018 – Aug 2018 <ul style="list-style-type: none"><li>Assessed equivalency of proposed alternate plastic packaging material (Minitab, Excel)</li><li>Created and delivered presentations to train field sales representatives on new product features (PowerPoint)</li></ul>	
<b>ACADEMIC PROJECTS</b> Hand Cycle for Polio Victims Fall 2019 – Spring 2020 Collaborated in a team of three to design model of custom hand cycle for polio victims (SOLIDWORKS): <ul style="list-style-type: none"><li>Developed team schedule, including quality measurement for each major milestone (Microsoft Project)</li><li>Ensured team compliance to Design Control Procedures according to Code of Federal Regulations (CFR)</li><li>Recognized by faculty audience as "Best Presentation" out of 15 teams</li></ul> Sensor for Quadriplegic Patients Spring 2019 Led team of three to design and develop a mouse-like device to allow quadriplegic patients to use websites: <ul style="list-style-type: none"><li>Assessed range-of-motion data to determine feasible solutions (Python)</li><li>Created device to detect muscle flexion in neck to control the mouse click (Arduino, FPGA)</li></ul>	
<b>OTHER WORK EXPERIENCE</b> Arizona State University, Tempe, AZ: Tutor (10 hours/week) Aug 2018 – May 2019 <ul style="list-style-type: none"><li>Tutored 10-15 undergraduate engineering students per week in MATLAB programming and math coursework</li></ul> Kohl's, Gilbert, AZ: Sales Associate, Jewelry Department (16-24 hours/week) Aug 2017 – Dec 2017 <ul style="list-style-type: none"><li>Achieved #2 highest selling associate within one month of hire date</li></ul>	
<b>ACTIVITIES</b> ASU Society of Women Engineers (SWE) Aug 2017 – Present Multiple leadership roles, including vice-president and industry relations chair (300 members, \$75k annual budget): <ul style="list-style-type: none"><li>Increased industry events from 3/semester to 8/semester, by engaging with industry for specific dates</li><li>Organized 2018 annual conference participation, including 8 student poster submissions</li></ul>	

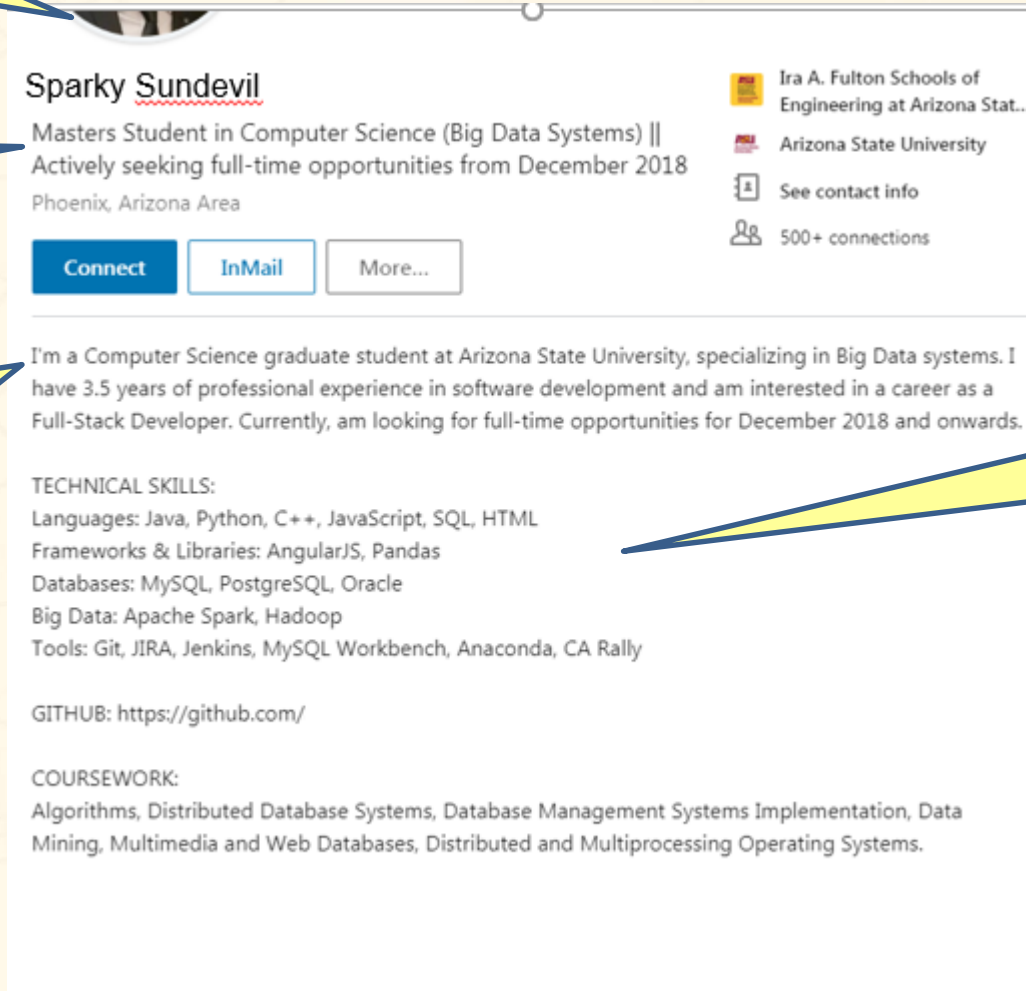
# Linkedin profile: sample

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...](#)

Ira A. Fulton Schools of Engineering at Arizona Stat...  
Arizona State University  
[See contact info](#)  
500+ connections

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.

# Handshake profile: sample

Make yourself visible to employers and promote your “message”

**Handshake Profile: Barbara Test Huey**

**Arizona State University**  
Masters, Chemical Engineering  
Graduates May 2022  
Masters • GPA: 3.6

**My Journey**  
What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?  
Type your introduction...

**Education**

**Arizona State University** primary education  
Masters, Ira A. Fulton Schools of Engineering  
May 2018 - May 2022  
Major in Chemical Engineering  
Department GPA: 3.79 Cumulative GPA: 3.6

**Purdue University**  
Bachelors  
Aug 1995 - Dec 1999  
Major in Industrial Engineering  
Cumulative GPA: 3.6

**Work & Volunteer Experience**

**Stryker Sustainability Solutions**  
Research & Development Intern  
May 2016 - Aug 2016 (4 months)

**Profile Status:** Your profile is 35% complete  
Add Work Experiences  
Add Organizations  
Add Skills  
Add Documents

**Warning:** Your profile is hidden from employers  
By marking your profile as private, over 300,000 employers cannot search for you or message you about job or internship opportunities.



# Prepare: for Interviewing

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



# Prepare: Dedicate Time

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





# Get organized: Keep Track

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



# Where to look: 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

- Find a strategy that aligns with your goals:
  - Example:
    - Check out companies who attended Fulton career fairs in the past year
- Sort those options to match your decisions:
  - Location
  - Have opportunities
  - Interest you
- Apply to all relevant companies and jobs



# Need to learn more? Employer events

- Attend employer events:
  - Info sessions
  - Workshops
  - Tabling
- Find these events:
  - Handshake (“Events”)
  - Weekly email from the FSE Career Center
- Attend lots of these!
  - Learn about different industries and roles



# Where do I look for a job?

## Platforms:

- Handshake
- Company Websites
- LinkedIn, Indeed, GoinGlobal, ...

## Career Fairs: virtual and in-person

### ***Fulton Schools Career Fairs:***

Spring 2024:

- **Feb 13-14-15**, on campus
- **Feb 28**, online

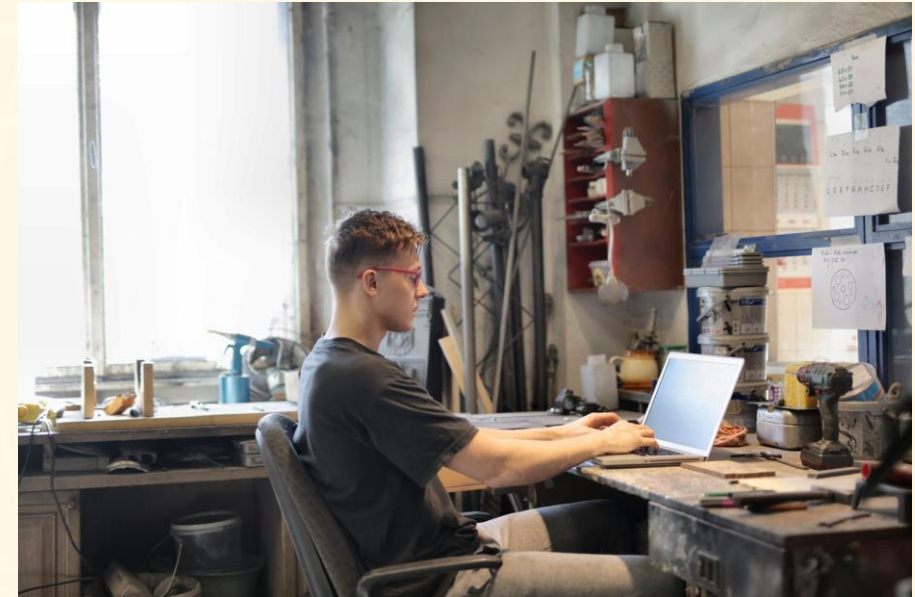
### ***ASU Career Services fairs, others:***

- Check Handshake (“Events”-> “Career Fairs”)



# Apply

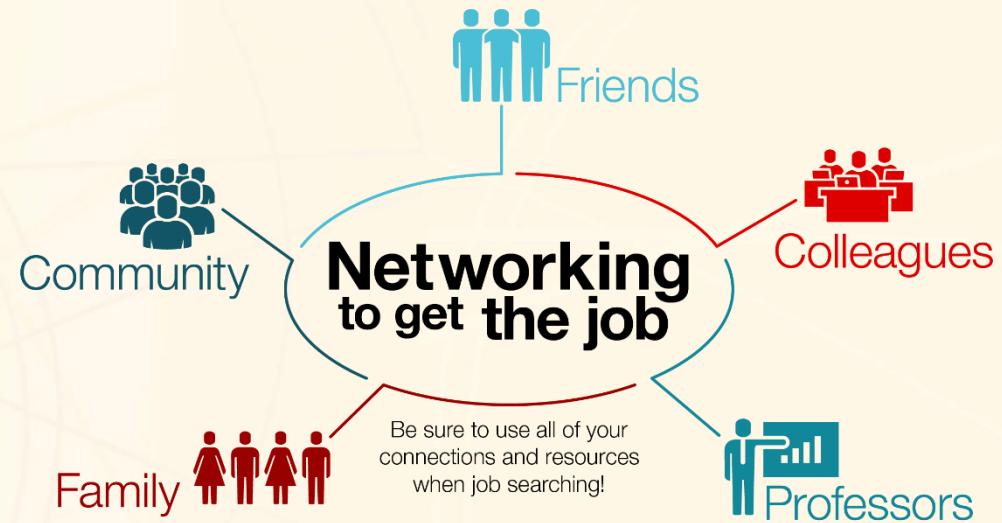
- Apply to jobs BEFORE Career Fairs
- Don't wait until the last day on the posting





# Let Everyone Know

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



# 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

# Additional Information

- **Practice interviewing:** <https://asu.biginterview.com/>
  - Learn about interviewing and practice via video – plus optional AI-generated feedback
- **Fulton Schools Career Center website** <https://career.engineering.asu.edu/>
  - 24/7 access to presentations and tools
- **Resume review:** <https://skillsfirst.com/organizations/asu-engineering>
  - Submit your résumé for review without an appointment
- **“Advice From Industry Professionals:...”:**  
<https://career.engineering.asu.edu/resumesandresources/internship-job-search/>