Conduct an Effective Internship/Job Search 2025

FULTON SCHOOLS OF ENGINEERING | career center

ASU Ira A. Fulton Schools of Engineering
Arizona State University

Note: our materials are based on information that we get from industry professionals hiring Fulton grads for technical roles. If you have friends in other fields, their job searches may be conducted differently: different timing, different expectations from employers, and so on. That's one reason why Fulton students have their own career center.

Agenda

- **When** to look
- **How** to prepare
- **How** to get organized
- **Where** to learn about and search for jobs
- **How** to create a strategy
- **Other tips**

When to look? Probably NOW

- **Full-time jobs: Apply NOW, if you are:**
  - Alumni (graduated in **Fall 2024,** or earlier)
  - Graduating **May 2025, Summer 2025**

- **Interns: Apply NOW, for jobs:**
  - Summer **2025**

- **Planning ahead? Fall is the busiest recruiting period**
  - Dec grads, May grads, Spring interns, Summer interns

Graduating Dec 2025? Start talking to companies this spring.
- Planning ahead? Keep this in mind: most hiring for Fulton majors occurs in the FALL (interns and full-time). Plan to be prepared for September job fairs, for fulltime grads and interns as well. May grad jobs and summer intern jobs start to show up in Handshake in July (for the following summer).
- Internships: pay careful attention to timing. Internships are more competitive, and have smaller hiring windows (ie, have to have all hiring done to meet summer start dates).

Takes longer to find a job than you think it will.
Let's look at how to prepare for your job search…

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

Make sure to update your resume before applying.
Customize your resume for the job description.
Get your resume reviewed? Yes, we can do that!
https://career.engineering.asu.edu/resumesandresources/resumes/

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.

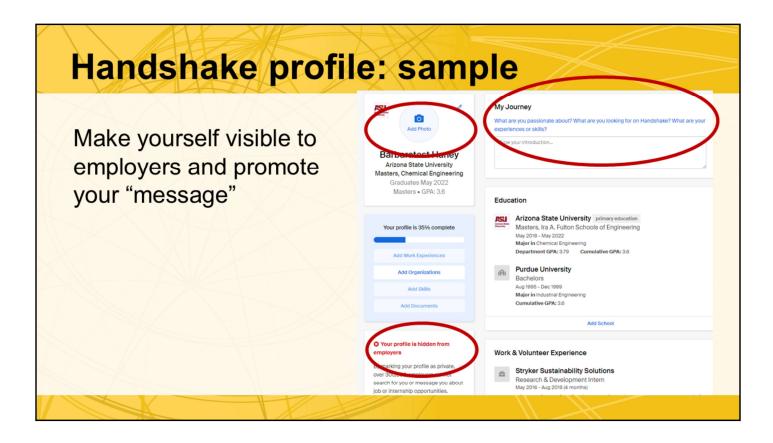Hiring managers tell us that they look at Linkedin profiles for every person that they interview.

Photo: Does not have to be a professionally-taken headshot: most cameras on phones will be perfect for this photo. Look like a professional. Not something goofy from your sister's wedding. No other people, no pets. Not your passport photo.

Headline: Show students what that is. As students, Linkedin recommends that they be direct about what they are seeking.

Location: note that you can change that to anything in Linkedin. If searching for jobs in a particular location, it's worth changing it to show that.

"About" – keep this short – do not make it a long essay. It can be the same as the summary on your resume, OR be an original message. Can be in first-person.

Let's check your Handshake profile….

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 the professional you.
- Worst of all: Profile is hidden – employers can't find you, and can't message you about jobs.

Note, employers may seek students in Handshake by searching for majors, keywords, and other criteria – and invite those students to networking events. Check your Handshake inbox to find those invitations and messages.

OK, so you have your "advertising" in order – let's move on...

Prepare: Interviewing

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

Yes, now.
Now? Right – you apply, guess what?
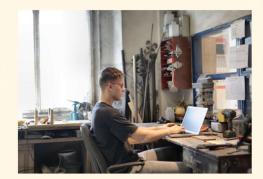They call you for an interview and then what?
Be prepared and set yourself up for success!
How to do this? Attend a workshop or use online tools to learn about and practice interviewing.
Now, let's plan…

Prepare: Dedicate Time

- Expect to spend time:
  - Researching
  - Applying
  - Attending info sessions
  - Interviewing

- Each week:
  - Clear plan: how much time, which days

Finding a job is time-consuming, and it can be overwhelming, so you want to make sure you are setting aside time each week.
Example: look for jobs posted every day. It's a simple search criteria for most systems. Then, apply later to the jobs that interest you the most.
Keeping track…

Get organized: Keep Track

- Applications:
  - Create a spreadsheet to track companies, positions, dates applied, status
  - Tracking spreadsheet example:
    https://career.engineering.asu.edu/wp-content/uploads/sites/15/2021/01/Job-Internship-Application-Tracking.xlsx

- Job Search:
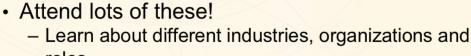 - Track actual time you spend searching and applying

Track the applications AND your actual time.
How learn about jobs? …..

Learning about jobs

- 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, organizations and roles

Attend these events – employers want to see you at their events.

Events are held by employers, by student organizations, and by career centers.

Attend to learn more about jobs, or to learn about specific roles at a company.
95%+ of these are virtual events. These are easy events for students to attend and great ways to get informed, whatever level of student you may be.
And now the details about job search….

Finding jobs: Self-assessment

Your interests (location, role, organization, …)	+	Your qualifications (Major, grades, experience, …)	=	Job search intensity (# applications, how long it may take, …)

- Your interests, and flexibility:
  - Location: Where do you want to work?
  - Role: What type of work do you want/don't want?
  - Organization: What companies interest you?
  - Industries: What industries interest you/don't interest you?

- Qualifications:
  - Major and other elements

- Job Search…: Depends on many factors, including the flexibility of your interests, the quality of your qualifications, and overall economic conditions, including competitiveness. Lots of variation in the number of jobs that you should plan to apply to, amount of time that it will take for you to find a position. Probably safe to say: plan on this taking longer than you think.
- So, where to look?...

Where do I look for a job?

Platforms:
- Handshake
- Company Websites
- LinkedIn, Indeed, …

Career Fairs: online and in-person:
- Fulton Fairs: typically, Sept and Feb
- ASU Career Services: dates vary
- Student organizations and conferences: dates vary

Apply through multiple job search websites. Platforms differ:
- Handshake: most likely to have internship and recent college grad postings. May not have ALL of these postings from a particular company.
- Company websites: bigger range, but may have lots of postings that are not for early career levels
- Linkedin, etc: experiences vary. Indeed: good for construction-related jobs, IT, GIT, and a few other majors. Ziprecruiter: not likely to have appropriate openings (focus is different).

Dates for career fairs at ASU: check Handshake.

What else? …

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 drive for Uber, or….

Anyone else!
As one industry rep put it: "Network from where you are".
Now let's move on to strategies…

Finding jobs: General strategy

Create your "A" priority list:

1. Set your criteria [location, role, industry. …]
2. Search Handshake and Linkedin for jobs that align with those
3. Save the results
4. Apply to the jobs you found
5. Get notified about other opportunities with those employers:
   – Company career sites: set up profiles
   – Handshake and Linkedin: "Follow" the employer

Repeat for a "B" priority list [different location, different role, …]

Keep repeating this process

How to get started? Find organizations that employ people like you [location, degree, role, industry]
1. Set criteria: identify broad keywords that describe your priorities and interests
2. Search: both systems
3. Save
4. Apply: Don't "look for jobs" and put off the actual application process. Do not wait until the last date of the posting.
5. Get notified: follow, use job alerts, and other means so that you are notified about other jobs

Then create another list – with different criteria – and do it again.

How many jobs and companies? Depends on that equation from the previous page.

Let's look at another strategy…

Example: More narrow scope

Create a list to start the A/B process:

Check out who attended Fulton Career Fairs in the past year

- In Handshake:
    - From the landing page: "Events"
    - Category: "Career Fair"
    - Date: "Past Year"
    - More Filters:
        - Events: "Posted by My School"
        - Career center: "Engineering- Polytechnic Mesa" AND "Engineering-Tempe"

This group of employers want to hire Fulton grads – they paid for the fair and took the time to attend.

Let's look at another example of more narrow scope:…

Example: Very specific location

Create a list to start the A/B process:

- Set your criteria for **only location**
- Search Handshake and Linkedin for **any jobs in that location**
- Connect with those organizations: use alerts and other tools
- Apply to jobs with those organizations:
    - Customize your resume very carefully to align to the roles

Repeat for a "B" priority list [different location]

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Focus on these employers.
See how you can fit into those organizations.
There are a lot of different approaches to job search. Here's another example:...

Example: Competitive marketplace

Have a plan "B" priority list:
- **What industries are hiring?**
  - *Can your skills fit into those jobs?*

- **Example: software skills:**
  - *Can you apply those skills in different roles, like construction scheduling?*

Look for the companies and organizations that are hiring and growing. How can your skills contribute?

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" in the posting may differ from those in the posting

- **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

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.

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

- **Resume samples**
  https://career.engineering.asu.edu/resumesandresources/resumes/

- **SkillsFirst**
  https://skillsfirst.com/organizations/asu-engineering
  - AI tools to review content, check for keywords, and compare to a job description
  - Submit your résumé for staff review without an appointment

- **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

- **1:1 appointments**
  Left side of your Handshake landing page: Select "Career Center"
  - Follow the prompts for "Appointments"->"Schedule a New Appointment"->"Fulton Schools of Engineering…"->*select your appointment type*

Here are some notes