

International Studies Job Search Planning

Students sometimes make the mistake of waiting to conduct their job search until *after* graduation. The time to search for jobs is during the time that they are earning their degree. Below are two approaches: Job Search Plan #1 (fast-track, one semester) and Job Search Plan #2 (two semesters). Job Search Plan #2 is most recommended. Completion of a plan does not guarantee employment in the field, but it will significantly increase one's chances.

Job Search Plan #1 (fast-track, one semester plan)

Weeks 1-3: Prepare Your Materials: LinkedIn and Customized Resumes

- ___ Review the resources listed above.
- ___ Search LinkedIn profiles of people in positions that interest you. What kinds of knowledge, skills, and abilities do they list? What sorts of experiences do they have? How do they describe their college degree, academic accomplishments, and internships?
- ___ Set up your LinkedIn profile to align with the style of professionals in the field in which you want to work.
- ___ Draft your resume and take it to Career Services for review and editing.
- ___ When you have set up your LinkedIn profile and have created a resume, meet with the INTS Director to review it and to begin networking.

Weeks 4-8: Develop Your Network and Connections

- ___ Set up several informational interviews (visit Career Services or talk with the INTS Director about informational interviews).
- ___ Write thank you notes for all interviews. Follow up on all leads.
- ___ Meet with at least three faculty members, discuss with them your career interests, and share your resume. Faculty have connections in Denver and beyond. Widen your network.
- ___ Start volunteering and/or attending events in your field. Make yourself a familiar face in organizations whose work you are interested in conducting.

Week 9-10: Focus Your Efforts

- ___ Attend an International Studies career panel (or view recordings online).
- ___ Meet with the INTS Director and review informational interviews and connections and make a formal job search plan.
- ___ Ask faculty who know you if they are willing to recommend you. Most employers want phone numbers of recommendation writers.
- ___ If you think you might want to go to graduate school in a year or two, graduate schools want written recommendations. Ask faculty for them now. INTS will keep confidential, written recommendations from INTS faculty on file for you.
- ___ Review your skills, and if you need more skills/focus/breadth, consider an internship to help give you whatever you are missing. Meet with Kelli Rapplean in the Experiential Learning Center (ELC). If you have not completed an internship, get one set up (even short-term assignments have value). You can still use the ELC services and get an internship after you graduate. You can intern without credit for limited hours per week to gain experience.
- ___ Keep volunteering and/or attending events to build connections.

Weeks 11-15: Apply for Jobs and Prepare for Interviews

- ___ Conduct mock interviews with the INTS Director and Career Services. Video-record your interview for self-assessment.

Job Search Plan #2 (senior year, two semester plan)

**** Recommended ****

September: Prepare Your Materials: LinkedIn and Customized Resumes

- ___ Review the resources listed above.
- ___ Search LinkedIn profiles of people in positions that interest you. What kinds of knowledge, skills, and abilities do they list? What sorts of experiences do they have? How do they describe their college degree, major, academic accomplishments, and internships?
- ___ Set up your LinkedIn profile to align with the style of professionals in the field in which you want to work.
- ___ Draft your resume and take it to Career Services for review and editing.
- ___ When you have set up your LinkedIn profile and have a resume, meet with the INTS Director to review it and to begin networking.

October: Develop Your Network and Connections

- ___ Set up several informational interviews (visit Career Services or talk with the INTS Director about informational interviews).
- ___ Write thank you notes for all interviews. Follow up on all leads.
- ___ Meet with at least three faculty members, discuss with them your career interests, and share your resume. Faculty have connections in Denver and beyond. Widen your network.
- ___ Start volunteering and/or attending events in your field. Make yourself a familiar face in organizations whose work you are interested in conducting.

November: Review Your Strengths and Weaknesses

- ___ Review your skills, and if you need more skills/focus/breadth, consider an internship for spring to give you whatever you are missing. Meet with Kelli Rapplean in the Experiential Learning Center (ELC). If you have not completed an internship, get one set up (even short-term assignments have value). You can still use the ELC services and get an internship after you graduate. You can intern without credit for limited hours per week to gain experience.

December-January: Focus Your Efforts

- ___ Attend an International Studies career panel (or view recordings online).
- ___ Meet with the INTS Director and review informational interviews and connections and make a formal job search plan.
- ___ Ask faculty who know you if they are willing to recommend you. Most employers want phone numbers of recommendation writers.
- ___ If you think you might want to go to graduate school in a year or two, graduate schools want written recommendations. Ask faculty for them now. INTS will keep confidential, written recommendations from INTS faculty on file for you.

February-April: Apply for Jobs and Prepare for Interviews

- ___ Conduct mock interviews with the INTS Director and Career Services. Video-record your interview for self-assessment.