



JOB SEARCH GUIDE

Carleton College Career Center

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Introduction

Searching for an internship, full-time job or other opportunity toward your future career is a process that takes time. This guide will help you to feel confident in your job or internship search and will discuss the following:

- Recruiting timelines
- Finding your focus
- Diversifying your job search
- Networking
- Preparing & applying

Recruiting Timeliness

Industries have different recruitment cycles which means that new opportunities (jobs, internships, fellowships, etc.) are being posted on a daily basis. However, many organizations are starting the hiring process earlier in order to solidify top candidates. Starting earlier in your own search will give you a better chance of being ready and available for the best opportunities when they become available.

Note:

If you are interested in learning more about a specific industry's recruitment timeline and hiring process, meet with a career coach to learn more

Late Summer/Early Fall (8-10 months in advance of starting)	Winter/Spring Terms (4-6 months in advance of starting)
<ul style="list-style-type: none">• Consulting Firms• For-Profit Businesses• Large Media & Tech Companies• Financial Services• International Organizations• Federal Government	<ul style="list-style-type: none">• Non-Profit Organizations• Research Institutes• Educational Institutions• Arts Organizations• Environmental Organizations• State and Local Government• Small Startup Organizations

Finding your Focus

Before you begin applying for positions, it is important to discover the fields of interest, functions, priorities, and values that you will pursue in the next few years. While your priorities will change throughout your life, this is a good place to start.

Fields of Interest:

- [**Arts/Museums**]
- [**Business/Finance/Consulting**]
- [**Communications/Media**]
- [**Education**]
- [**Engineering**]
- [**Environment/Agriculture**]
- [**Government/Public Sector**]
- [**Healthcare**]
- [**Info Systems/Tech/Library**]
- [**Legal Professions**]
- [**Science/Research**]
- [**Social Services/Advocacy**]

Priorities and Values:

Consider other elements that may have an effect on where and what jobs to search. Here are a few examples:

- **Proximity to Family/Friends**
- **Salary**
- **City Size**
- **Transportation**
- **Work-life balance**
- **Working with people**
- **Working with numbers**
- **Work Travel**

Note:

A typical search may take 3-6 months from start to finish

Research & Planning Ahead

Take some time to utilize resources (available on the Career Center website) to research organizations, position titles, and key contacts to narrow your search and become more knowledgeable about opportunities available to you now.

It is also a good idea to think in terms of alternate plans. Pursue your “dream” job, while at the same time keeping your options open, as this can often introduce you to new and interesting opportunities. No position is perfect, but carefully considering your fields of interests, functions, priorities, and values will lead to your own success.

Varying your Job Search

Every year, over 300 organizations collaborate with the Carleton College Career Center to recruit candidates for their positions. There are various ways you can hear about opportunities and connect with employers through the Career Center.

Once you have developed your focus, it is important to utilize a variety of tools and methods in your job search including:

Advertised Postings | Campus Recruiting | Networking |
Organizational Websites | Social Media

Utilize the following resources to apply for opportunities along with being resourceful about finding opportunities on your own.

External Posting

Handshake Postings

Many organizations work with the Career Center to post opportunities and recruit Carleton students specifically. Visit Handshake to see these postings and look for campus emails regarding posted positions.

Information Sessions

The Career Center hosts information sessions related to specific professions, companies, and positions. These sessions not only provide application tips and advice, but show employers that you are a serious candidate.

Tabling Sessions

Various employers host tabling sessions in Sayles-Hill to help students learn more about their organization and have a face-to-face discussion about opportunities and the organization.

Informal Office Hours

Some employers host 1:1 meetings for students to make a personal connection and learn more about the organization. Similar to the Career Center's 30 Minutes program, these sessions allow you to build invaluable relationships.

Advertised Postings

Organizations are consistently seeking current students and recent graduates to fill new opportunities and they do this in a number of different ways. Below are a few resources to stay on top of these openings.

Handshake

Carleton's job and internship database with over 3500 postings per year. Many organizations use this site to post opportunities specifically for Carleton students.

GoinGlobal

A great resource to search for opportunities abroad or for international students seeking domestic opportunities.

External Job Sites

Idealist, Indeed, LinkedIn, SimplyHired, departmental emails and others are a few sites that will post open positions. Visit the Career Center website for more options related to various industries.

Organization Websites

While not all organizations are able to recruit at Carleton, they nearly always have open opportunities on their websites. Check these sites regularly to stay on top of deadlines.

Social Media

Many organizations have their own LinkedIn and other social media accounts to promote their organization and upcoming opportunities. Follow your targeted organization on these sites, connect with recruiters and other professionals personally on LinkedIn and engage through comments as sensible.

Note:

With industries such as Advertising, Marketing, Creative Arts, etc. it is common for their openings to be found through informational interviews as they may not post openings publicly.

Career Fairs

These in-person and virtual events can be a great way to meet hiring managers and learn more about current or upcoming opportunities. A few to keep in mind include:

MN Private College Job & Internship Fair (February and September)

The biggest recruiting events of the year. The fairs host over 280 organizations each year and is held in the Minneapolis Convention Center. Transportation is provided by the Career Center.

Government & Non-Profit Fair

This fair is open to students from all of the Minnesota colleges and universities and hosts over 85 organizations each year.

Virtual Job & Internship Fair (October)

Connect with over 20 employers in a 'chat-room' type platform from the comfort of your own room.

More!...

Check the Career Center events page for additional fairs to meet with employers face to face.

Note:

You do not have to match 100% of a positions requirements in order to apply. When in doubt - apply!

Networking

Networking can occur through existing or newly developed relationships. If your network feels small, remember that most Carleton alumni enjoy helping fellow Carls, so don't be afraid to reach out.

Note:

80% of jobs are found through networking or personal contacts. Get your networking started (or increased) by reviewing our Networking Guide.

Identifying Contacts



Career Fairs and Employer Information Sessions

Fairs and information sessions are great chances to meet recruiters and hiring managers and make professional connections.

30

30 Minutes & other alumni events on campus

Meet the many alumni coming to campus to talk about their career tracks and take the time to make personal connections when possible.



Referrals

Many faculty and staff members have great connections through their own networks and former students. Don't be afraid to ask for recommendations and referrals.



LinkedIn

This can be a great resource to (A) identify new contacts and (B) stay connected with people you have recently met. Meet with a career coach to learn how to make the most of this resource.

Note:

One-to-one, personal connections produce the greatest impact on your job search!

Being a Competitive Candidate

Online Presence

Many employers research candidates who apply to their positions via LinkedIn, Facebook, etc. It is important you are aware of your online presence and ensure that you are portraying a positive, professional image online. You can Google yourself to see what employers might find when researching you.



LinkedIn

If you do not yet have an account, we encourage you to create one. Add as much relevant information as you can and write a brief summary to describe your interests and experiences. Keep your profile up-to-date and use this as a way to connect with recruiters and other professional contacts.



Facebook

This is not typically a professional resource but don't let a status update keep you from your dream job. Set privacy settings to keep it as private as possible.



Twitter (and other social media outlets)

This can be a great way to engage with employers, but be aware of who can view your comments and keep your activity professional.

Personal Websites

Primarily for students pursuing tech, advertising, or other creative fields as an opportunity to showcase their work.

Professionalism and Etiquette

Non-verbals make a BIG difference in the job search. People want to hire candidates who will give strong, positive impressions to clients and colleagues. Work to portray your best self in a positive and professional light:

- Focus on non-verbals: smiling, eye contact, active listening, handshake, posture, hygiene, professional attire, mannerisms, etc.
- Use professional language in calls, emails, and messages
- Record a mature voicemail greeting
- Respond to everyone in a timely manner (no more than 48 hours)

Prepping & Applying

Before you initiate contact with hiring managers and alumni, you will want to prepare your documents and set up a system for tracking résumés submitted, networking contacts, interviews and other resources. We recommend you use the Career Center template in the Job and Internship Resources section of our website.

Prepare Documents

Getting started is often the hardest step, but it also is the most important one. Your résumé and cover letter will always be a work in progress and will change throughout your career.

Key documents	Others you may need
<ul style="list-style-type: none">• Résumé• Cover letter	<ul style="list-style-type: none">• Unofficial transcript• Writing sample• List of references

Get Organized:

Resume Submissions						
Job Applied For	Organization	Contact Name/Title	Phone	E-mail Address	Web Site	Date Resume Submitted

Resume Submissions Networking Connections Interviews Career Resources (+)

Once you apply for a position, save the job description in a folder on your computer so that you can refer to it during the interview process.

Note:

Do not be discouraged if you do not receive a response to your application. It is not uncommon to apply to jobs and to not always receive responses.

Prepare a Pitch

Review your strengths, skills and experiences to identify things that make you a good candidate or fit for the position. Do your best to communicate to employers a summary version of how you stand out from the crowd. Use these notes to begin preparing for your interviews - begin thinking about this well before you receive an interview.

Let Us Help!

Feeling overwhelmed and/or behind? We can help! Make a career coaching appointment at the Career Center.

Note:

Set realistic daily or weekly goals to keep yourself on track. Work with a career coach to determine what makes the most sense for you.