Internship & Job Search

Find companies hiring your major!
www.tamuk.edu/csc/internships.html

Search for internships & jobs on
www.JavelinaCareers.com
Internship & Job Search Guide

Use this guide before applying to internships or jobs typically 2 semesters before you plan to work.

• **Create/Update Your Resume** – Use the Resume & Cover Letter Packet on www.tamuk.edu/csc as a guide and then visit AdvisingNow.com to have a Career Advisor review your resume online (Monday – Friday from 9 am – 4 pm).

• **Think About Where You Want To Live** – Consider what geographic area you would like to live and work in. Are you willing to move outside of Texas? Do you prefer to live in a large city or small town?

• **Research Companies That Hire Your Major** – Visit www.tamuk.edu/csc/internships.html to find a list of companies that have hired TAMUK interns. Check out company websites and read the “About Us” section to see if they would be a good fit for what you are looking for. Professional associations also post internships and jobs so make sure to check those in your field.

• **Create A List Of Companies That You Are Interested In Working For** – Start a spreadsheet of companies you are interested in and aim to have at least 10 – 20 companies listed.

• **Review Available Internship/Job Postings For Your Target Companies** – Visit the company website and click on the Jobs tab or Google “(company name) jobs” or “(company name) internships”. Read the position description to ensure you meet the position requirements. If you are excited about the position and meet the qualifications, add it to your spreadsheet!

• **Update Your Spreadsheet** – As you find positions you want to apply to, add them to your spreadsheet so you won’t forget where you found them. Include the name of the company, position title, link to the website, deadline to apply, required documents to submit and what action you have taken (applied on 1/1/16, waiting on documents, etc.)

• **Write A Cover Letter Specific To Each Position** – Print out a copy of the position description from the company website and highlight the position requirements (education, experience, skills, etc.). Create a cover letter that is specific to that job and showcases how you meet the position requirements. As you include them in your cover letter, you can check them off the position description.

• **Proofread** – Make sure carefully proofread. If you don’t take writing your resume and cover letter seriously, neither will the employer.

• **Upload Your Resume & Cover Letter To AdvisingNow.com** – Have a Career Advisor review your documents **BEFORE** applying to each position.

• **Apply For The Position!**

Useful Websites

• **www.tamuk.edu/csc/internships.html** - Find a list of companies hiring TAMUK interns
• **AdvisingNow.com** - Talk to a Career Advisor live (Monday – Friday, 9 am – 4 pm)
• **JavelinaCareers.com** - Texas A&M University-Kingsville - Internship & Job Database
• **Indeed.com** - One search, all jobs
• **HACU.net/hacu/hnip.asp** - Hispanic Association of Colleges & Universities - National Internship Program
• **USAJobs.gov/StudentsAndGrads** - Internships and jobs for students & recent graduates to federal careers
• **NSF.gov/crssprgm/reu/** - National Science Foundation - Research Experiences for Undergraduates
• **Internships.com** - 100,000 internships from 60,000 employers
• **InternMatch.com** - Specializes in internships & entry level jobs

International Students

• **MyVisaJobs.com** - Find job openings from top visa sponsors
• **H1Base.com** - Find internships and full-time jobs from companies that sponsor international students
  *(Login: CareerServices@tamuk.edu; Password: career10)*