



Job Search Handbook



**A GUIDE TO NAVIGATING
SEARCHING FOR JOBS**



Lyman Briggs College
MICHIGAN STATE UNIVERSITY

STEP ONE: WHAT ARE YOU LOOKING FOR?

Deciding on certain criteria for internships is important when searching for opportunities!

For example...

- What pay grade are you looking for?
- Where are you willing to work? In your hometown? In state? Out of state?
- What's your ideal start date?
- What are your preferred hours? Are you looking to work full time or part time?

It's also important to consider...

While it is important to establish your preferences there may not be many jobs that perfectly fit your preferences and that's okay! Don't limit yourself during the application process - it doesn't hurt to apply. Applying to many opportunities and then evaluating your options upon acceptance can be a good route and can maximize your opportunities!

Using the guidance above, write down some notes about your priorities for your job search.



JOB SEARCH HANDBOOK

STEP TWO: THE SEARCH!

Now that you've established your preferences - it's time to search for opportunities!

Handshake

- Under the 'Jobs' tab, search for opportunities using keywords related to your search. Remember to keep your search terms broad (ie, search 'research' as opposed to 'research technician').
- Within the Jobs tab, you can also use the filters to search by....
 - Location
 - Industry
 - Job type (part time, full time, on-campus, etc.)
- Apply via [Handshake](#) or apply on the company website. Make sure to read the description - some listings specify that applicants on Handshake will not be reviewed, so you must apply on the external website.

Career Fairs

- Find career fairs on campus with companies/organizations in your field. Career Fairs are posted on [Handshake](#) under the 'Events' tab.
 - Be sure to search for fairs that align with your professional interests.
 - Use the 'View Employers' tab in each event to see the employers who will be attending.
- Bring paper copies of your resume and prepare an elevator pitch for speaking to employers. Be ready to talk about your goals, interests, and experiences.
- Meet with LBC Career team ahead of time to help you prepare (you can book appointments on [Handshake](#) under the 'Career Center' tab).

Other Resources

- Check the career newsletter each week for internship opportunities that the LBC Career team has found for Briggs students
- Visit the website of companies or organizations that you might want to work; check their 'Careers' page at least once a week for new postings
- Connect with professional organizations in your industry; use their websites to find postings, too
- Use your network! Reach out to professionals in your industry to find new opportunities



STEP THREE: APPLYING!

Now that you've found a variety of opportunities - it's time to apply!!

Here's a structure for your application process to help navigate the journey:

- Create a spreadsheet (or your preferred document type) to organize the information regarding each opportunity. You might consider including...
 - Company Name
 - Link to posting
 - Position Title
 - Due Dates/Application timelines
 - Pay
 - Location
 - Contact Information
 - Notes on your progress
- Review your resume before applying. You can book an appointment on [Handshake](#) to review your resume with a member of the LBC career team or refer to the [MSU Career Handbook](#). Remember that your resume should be tailored to the position you are applying for.
- Write your cover letters. Even if a cover letter is not required, including one can improve your chances of catching an employers attention. To get started...
 - Review the job description and pick out 2-3 skills that you know you have.
 - Write a paragraph about each; highlight past experiences that have helped you to develop these skills.
 - You can book an appointment to review your cover letters and/or use online resources.
- Answering supplemental questions. Certain applications will have specific prompts for you to answer. Make sure to craft thoughtful and honest responses for each prompt. Show the employers how much you care!



JOB SEARCH HANDBOOK

STEP FOUR: THE WAIT

Now that you've applied... it's time to wait.

Waiting can feel so nerve-racking - here are a few things you can do while you wait to hear back from employers

- Reward yourself! Putting yourself out there can be so scary but you did it. The wait can be tough, but trust the process. In the meantime, continue applying for other positions and be sure to work in some self care between applications!
- Keep an eye on application portals, employer websites, etc. They may post updates on interviews or expected dates to hear back.
- If it's been more than 2 weeks since the application closed, and the employer has not provided a specific time frame for the application process, consider reaching out with a email OR phone call to check on the status of your application and express continued interest in the position.
 - Reaching out ONCE is enough! This way, the employer knows you're interested but doesn't feel overwhelmed or inundated by communication.

STEP FIVE: INTERVIEWS

Yay! You've heard back and scheduled an interview!

- Schedule an interview prep session or mock interview with the LBC Career team through [Handshake](#). Mock interviews are a great way to practice and relieve a bit of the interview anxiety.
- Reference the [Interview Workbook](#) on the LBC Career website. It will help you to...
 - Prepare an elevator speech for the infamous "Why are you interested in this opportunity?" question. Explain how your past, present, and future experiences/interests correlate with the opportunity.
 - Craft a few PARK situations for the "Tell me about a time when..." questions.

If your application was not chosen for a job - give yourself grace. Everything is a learning experience and rejection is not a definition of your character. Work with the LBC Career team to find an opportunity that IS right for YOU!



STEP SIX: EVALUATING OFFERS

YAY! You heard back and now it's time to accept (or decline) the position.

- If you receive an offer and would like some time to consider the details, ask the employer when they'd like your final answer.
- If you're managing multiple offers at once, consider asking for an extension on one while you wait to receive the other(s). As you're weighing opportunities, consider the long-term benefits of each role and gather feedback from people you trust in (or even outside of) the industry or a career advisor on campus.
- Compare the offer to the research you've done on salary/benefit information norms in your industry and the number you've calculated you need in order to accept the role (use a [cost of living budget calculator](#) to determine your potential cost of living)

