



## JOB & INTERNSHIP CHECKLIST

Preparation and participation are keys to your success. No one said this search was easy. In fact, it's likely to take more time and creativity than you anticipate. Work at it one step at a time ... over time. Commit yourself to the process and remember, we are here to help.

### Preparation

- Start a job search notebook or spreadsheet to track all activity with employers.
- Identify personal strengths, skills, and interests. You'll communicate these to an employer through your job search correspondence and during an interview.
- Create an outstanding resume and cover letter. Have them critiqued by UCC staff or a professional of your choice.
- Create your ePACK account, [www.ncsu.edu/epack](http://www.ncsu.edu/epack). Employers use ePACK to hire for internships & entry-level jobs.
  - View the "quick start guide."
  - Create or update your profile.
  - Upload your up-to-date resume.
  - Set up a "job search agent."
- Protect your on-line presence by being selective about photos and postings for possible outside viewing. Secure your sites with appropriate privacy settings.
- Research potential employers; know basic products/services and locations before applying or interviewing.
- Prepare for interviews.
  - Review sample interview questions and develop strong answers.
  - Prepare questions to ask employers.
- Assemble supporting documents – unofficial transcript (all students), list of references (graduating students), work sample of a project (if appropriate for your field).
- Select professional interview attire.
- Purchase a professional portfolio (or use a simple dark color folder) to carry your job search documents to an interview or career fair.

### Participation

- Use multiple strategies simultaneously since employers recruit in different ways!
  - Check ePACK regularly.
  - Create a job agent and opt for email notification of matches

- Apply for posted internships & entry-level jobs.
- Apply for on-campus interviews.
- Attend employer information sessions.
- Use the employer directory; contact employers on your own.
- Attend career fairs -- these employers hire NC State students!
- Attend company presentations arranged through your department and student organizations.
- Let faculty, classmates, family, friends, and co-workers know about your search; they may have valuable advice, leads and suggestions.
- Use resources and contacts available through professional and honor societies as well as social organizations.
- Use the helpful job search resources and strategies found on the UCC website. Do not wait for positions to be posted; contact employers of interest directly in person, by email, phone or US mail.
- Apply directly through company websites; it is often required by employers.
- Email thank you notes within 24 hours of interviews or assistance you receive from others.

#### **Our Assistance**

- UCC website: [www.ncsu.edu/career](http://www.ncsu.edu/career)
- Job & Internship Guide: [www.ncsu.edu/career/experience/ePACK/guide.php](http://www.ncsu.edu/career/experience/ePACK/guide.php)
- Career Counselors (1:1 meeting)
  - Make an appointment, 919.515.2396
  - Come by during drop-in hours (for brief questions), M-F, 11am-2pm
- Career Ambassadors (group presentations) [www.ncsu.edu/career/about/ambassadors.php](http://www.ncsu.edu/career/about/ambassadors.php)

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