

Job & Internship Search Worksheet

This Worksheet is designed to walk you through the components of job & internship searching. Follow the steps below to jump-start your search and launch your career.

STEP 1: SELF-INVENTORY:

(In this section, fill in the blanks with information about you. This information will serve as a foundation for what you are looking for in a job or internship.)

What are my goals for this next job or internship?

Top 3 Geographic Locations Where You Want to Work:

Location 1: _____

Location 2: _____

Location 3: _____

Primary Industries and/or Companies that Interest You:

Industry/ Company 1: _____

Industry/ Company 2: _____

List of Skills and/or Knowledge You Will Use to Accomplish Your Work:

(Draw from experiences, classes, trainings, certifications, or skills (e.g. Geo 361 – Digital Mapping))

Knowledge 1: _____

Knowledge 4: _____

Knowledge 2: _____

Knowledge 5: _____

Knowledge 3: _____

Knowledge 6: _____

Preferred Salary or Hourly Pay Range:

(Create a personal budget to understand your salary needs, try [this worksheet](#) from mymoney.gov)

List Your Top 2 Strengths & Weaknesses

Strength 1: _____

Weaknesses 1: _____

Strength 2: _____

Weaknesses 2: _____

STEP 2: NETWORKING

(Networking is the building and maintaining of professional relationships among individuals, groups, or institutions as a way to mutually share information and advice.)

Approximately 65-75% of jobs are filled through networking, which is one of the most effective means of finding employment and tapping into the “hidden” job market.

Where to Network

- Use your Personal Network (i.e. family and their friends, friends and their families, advisors and professors, classmates and teammates, colleagues and supervisors)
- Social Media: LinkedIn, Facebook, Twitter
- Industry Events
- Career Fairs
- Meetup.com & EventBrite
- Professional Associations, Student Organizations, and Volunteer Opportunities

Use LinkedIn to Network with SFSU Alumni

1. Login to your LinkedIn account
2. In the search bar, search for San Francisco State University and go to the school's page
3. Click on the blue button: "See Alumni"
4. From this page, you can filter by "Where they live," "Where they work," "What they do," and "What they studied;" OR you can keyword search with the search bar
5. After you have filtered, you'll see a list of SFSU alumni below—reach out to those in your field of interest

Questions to Ask

- Can you describe your current role and how you got here?
- What is something you wish you knew about your career at my age?
- What do you enjoy most about your role? What is most challenging?
- Who do you know that you think I should connect with?
- May I follow up with you? What is the best way to keep in touch?

SECTION 3: ELEVATOR PITCH

(In this section, draft a 1 to 3-sentence elevator pitch that succinctly highlights your 1) Name, 2) Education, 3) Most Relevant Experience, and 4) Your Short-Term Career Goal.)

STEP 4: Build Your Network

(In this section, write down the names, job titles, and company names of 9 people with whom you might potentially network.)

3 People You Already Know

Person 1: _____ Company and Job Title 1: _____
 Person 2: _____ Company and Job Title 2: _____
 Person 3: _____ Company and Job Title 3: _____

3 SFSU Alumni

Person 1: _____ Company and Job Title 1: _____
 Person 2: _____ Company and Job Title 2: _____
 Person 3: _____ Company and Job Title 3: _____

3 People from Your Field or Industry

Person 1: _____ Company and Job Title 1: _____
 Person 2: _____ Company and Job Title 2: _____
 Person 3: _____ Company and Job Title 3: _____

SECTION 5: JOB SEARCHING

(Job searching isn't easy. National statistics report that it can take up to 6 months for new graduates to find a job. Consider the tools below as your way of getting a jump-start on the process.)

Job Search Checklist

Make a list of the types of positions and organizations that interest you, and the skills needed for that type of work

Determine your preferred geographic location—try to narrow it down to no more than 3 places

Ask a minimum of three people (e.g., supervisors, professors) to serve as references

Update your resume and cover letter and have it [critiqued by CSLD staff](#)

Create or update your [Handshake](#) and [LinkedIn](#) account with relevant information and your resume

Search and apply for jobs online using various online searching [tools](#)

Develop a networking statement or elevator pitch—a concise description of your education and work back ground and your career goals for the near future

Network with 1) people you already know (friends, family, professors, etc.), and 2) SFSU alumni using [LinkedIn](#) and [Gator Connect](#)

Attend [CSLD Career Fairs](#) to network with employers and identify job & internship opportunities

Prepare for interviews using [Big Interview](#), and having your video mock interview [critiqued by CSLD staff](#)

Core Job Searching Websites

- [Handshake](#)
- [LinkedIn](#)
- [Indeed](#)
- [Glassdoor](#)
- [Careers In Gov](#)
- [Idealist](#)

Brainstorm Job Title Keywords

Having Trouble? Try:

- **Using words from your Self-Inventory:** Role, Major, Industry, Company, Skills
- **Exploring these career profile websites:** [What Can I Do With This Major](#) / [O*Net](#)

_____	_____
_____	_____
_____	_____
_____	_____

SECTION 6: Practice Job Search

(In this section, after completing an online search, write down details for 3 potential jobs, internships, or research fellowships that interest you and you are qualified for.)

Job 1

Job Title: _____

Pros: _____

Company Name: _____

Online Tool: _____

Qualifications: _____

Cons: _____

Job 2

Job Title: _____

Pros: _____

Company Name: _____

Online Tool: _____

Qualifications: _____

Cons: _____

Job 3

Job Title: _____

Pros: _____

Company Name: _____

Online Tool: _____

Qualifications: _____

Cons: _____

SECTION 7: Tailor Your Resume to the Job

(In this section, use one of the job descriptions from your online search in Section 6 to list the keywords used most frequently in the job description (ideally from the responsibilities & qualifications sections). Incorporate these words into your resume to demonstrate how you're a good match for the role. Review CSLD's [Resume Guide](#).)

Keyword 1: _____

Keyword 3: _____

Keyword 5: _____

Keyword 2: _____

Keyword 4: _____

Keyword 6: _____

SECTION 8: Tailor Your Cover Letter to the Job

(In this section, use one of the job descriptions from your online search in Section 6 to list the top 2-3 qualifications highlighted in the job description. Provide examples demonstrating how you meet these qualifications in your cover letter to demonstrate how you're a good match for the role. Review CSLD's Cover [Letter Guide](#).)

Qualification 1: _____

Qualification 2: _____

Qualification 3: _____

SECTION 9: Tell Your Interview Stories

(Behavior-based interview questions are more popular than ever. They help an employer predict how you might perform in the future by understanding how you performed in the past. An example of a behavior-based question is: "Tell me about a time when you tackled a challenging situation." Answer questions like these by telling stories. Use the STAR method to prepare brief stories for future interviews. Consider topics for times when you: Solved a Problem | Resolved a Conflict | Failed | Succeeded | Worked Well with a Team | Addressed an Audience | Used a Strength)

Situation <i>What was the context?</i>	Task <i>What was the challenge?</i>	Action <i>What action did YOU take?</i>	Result <i>What happened?</i>