

Finding Opportunities

Have you ever wondered how people find internship or job opportunities? Today, people often rely on Google searches or general job boards, such as Indeed or LinkedIn. While this is a good starting point, there are different strategies to consider as well!

Directions: Review the following tools for finding opportunities. Highlight the ones you're not quite familiar with and ask your Career Coach for guidance. Consider how your time management, networking and organizational skills might change the effectiveness of your search methods.

Online Job Boards: Search engines that list job openings. Here are some recommendations:

- [Handshake](#) is a popular platform for college students searching for internships.
- ScholarMatch's [Internship Gallery](#) (*Password: intern-awesomeness*)
- [Other Job Boards](#) curated by ScholarMatch

Clubs/organizations: Campus clubs and organizations are great places to find opportunities because you're surrounded by peers who have similar goals and interests. Ask the executive board/advisor about ways to connect with employers and your campus' career services center.

Company Websites: Companies will often feature open positions on a 'Careers' or 'Jobs' page. Sometimes it's hidden within the human resources page, as well. If you volunteer and enjoy the work, consider checking their career page for openings, too.

College Listserv: Targeted emails with job and internship opportunities shared by colleges or specific campus departments.

Career Fairs/Employer Events: In-person or virtual recruiting events that allow employers and job seekers to connect and learn more about one another.

Hidden Job Market: Jobs that are not advertised or posted online. Instead, candidates are found through employee referrals.

Friends/Family: If you're comfortable sharing your career goals with your family and/or friends, asking them to help you find opportunities can cover more ground. There is also an opportunity to be referred to a company or position by someone you have a closer relationship with.

ScholarMatch's Internship Requirements:

Our program recommends scholars to complete a minimum of two professional internships related to their field of study. Each internship must meet the following requirements:

- Project or internship program must span 5 consecutive weeks, at minimum
- Requires 15+ hours of work per week, or total of 75 hours, at minimum
- Paid or unpaid internships qualify
- 1 of 2 internships need to take place in the summer
- Research fellowships can count towards internships as long as they align with length of time/hours. Fellowship must align with a student's major/career goal.

ScholarMatch

PRO TIP: Although it's unlikely, some scholars have experienced financial hardship due to scam job openings. Please be aware of the risks. Typically, in the U.S., job/internship applications or recruiters should NOT require the scholar to share their birthdate or social security number. Learn more [here](#).

NEXT MEETING: Please have your resume ready **BEFORE** the next meeting with your Career Coach. They will help you review your resume so it's polished and ready for submission.