FOUR STEPS TO FINDING JOBS/INTERNSHIPS OUTSIDE THE PUGET SOUND REGION

1. PREPARE (RESEARCH)
Most of the resources you need are available here on campus through CES: Howarth 101.
⇒ http://www.ups.edu/ces/
⇒ THE NIC INTERNTRAK (find at http://www.ups.edu/ces/student/intern.htm), a searchable database shared by Puget Sound and peer institutions with internships possibilities around the nation and world (the password is goodluck).
⇒ HOT INTERNSHIPS/HOT JOBS, an electronic newsletter distributed regularly to Puget Sound student subscribers. Includes opportunities (usually paid) that are most current and require immediate attention. Subscribe by sending a request to add your email address to the distribution list: ces@ups.edu (or visit the archive by clicking on HOT INFORMATION at http://www.ups.edu/ces/password/hotint.htm– user name is career password is goodluck).
⇒ ALUMNI SHARING KNOWLEDGE NETWORK, http://www.ups.edu/ces/password/askonline.htm, where you can search for alumni in specific career field or geographic locations. Networking is the most tried and true method of exploring options and discovering opportunities, and over 1700 Puget Sound alumni/ae stand ready to help!!
⇒ READ!! Books and directories in our library in Howarth 101 (see https://cascade.ups.edu/cascade/resource_search.main) and weekly B-Journals: http://www.bizjournals.com/ (name of city here)
⇒ Other jobsearch websites (http://www.ups.edu/ces/weblinks.html or http://www.ups.edu/ces/intern/OTHERLINK.HTM)
⇒ PEOPLE. Talk with staff in CES, professors, friends, family to identify personal and professional contacts in your target city.

2. POLISH (MARKET YOURSELF)
⇒ Find TOOLS FOR YOUR SEARCH at http://www.ups.edu/ces/student/seeker.htm (includes tips on polishing your resume and cover letters, conducting effective informational interviews, developing strong interviews skills, thank-you letters, and other useful information).
⇒ RESUME CRITIQUE. We’ll review your resume with you in CES. Call x3250 for appointment.
⇒ KNOW YOURSELF well so you can give a persuasive statement about your assets and how they would fit your target’s purposes. Broad skill areas should be supported with examples demonstrating your claims. Consider taking the Strong Interest Inventory or Myers-Briggs Type Indicator -- http://www.ups.edu/ces/handout/interp_directions.htm
⇒ Dress/Etiquette (watch for special programming)

3. PLAN (Know the city)
⇒ Make it easy for them to interview you. Plan a trip (break periods?) and let them know you will be in town.
⇒ Sometimes telephone interviews can be arranged.
⇒ Gather information about the area, the industry, the firm and be ready to talk specifically to an employer about why you want to work there.
⇒ If housing is an issue, research options.

4. PERSIST (Follow-up, follow-up, follow-up)
⇒ Write thank you letters to those who help you as well as those who interview you. Tell them something specific you learned from them. Remind them of the key things you have to offer. Add pertinent information you neglected or to correct wrong impressions you feel you may have left.
⇒ Keep focused on your goal. Set specific objectives (e.g., contact five new people this week).
⇒ Manage your “luck” by showing continued interest in the hottest prospects.