JOB & INTERNSHIP SEARCH GUIDE

STRATEGIZE YOUR SEARCH

WHAT TYPES OF OPPORTUNITIES ARE YOU LOOKING FOR?
Write a brief description of the type of job you want, including some of the tasks. Use keywords (e.g. skills, tools, technology, location, etc.) from that description to filter search results. Combine generic job titles with more specific terms to improve your search results (engineer → software engineer → C++ software engineer).

WHAT WEBSITES WILL YOU USE?
Use industry specific sites in addition to the well-known search engines. Be sure to set up search alerts and use filters to find relevant results. Look at your program page on careers.seas.gwu.edu to see websites for your major.

gwu.joinhandshake.com/postings - for all GW students and alumni
www.engineerjobs.com - for all engineering majors
www.dice.com - for tech/computer science jobs

WHO CAN YOU TALK TO?
Make a list of people you know right now that you can ask for more information. Consider classmates, friends, family members, alumni, faculty, and other professionals. Do NOT ask them for a job. Ask for information that can inform your search (e.g. hiring timelines, companies to target, essential skills, or contacts within a company).

MORE TIPS
- Create a spreadsheet to keep track of deadlines and people you have contacted. Send a follow up email 2 weeks AFTER the deadline OR 2 weeks after submission if there is no deadline.
- Quality is more important than quantity. Schedule time during the week to work on customizing your documents and ensuring that each application you send is free of errors.
- Work on other parts of your career development to support the job search. Practice interviewing, attend a networking event, or schedule an informational interview with an alumni.
- Be patient. Finding a job is a process and it typically takes 2 months or more to secure a final offer.