



Resources for a Full-Time Job or Internship Search

As you are applying for a full-time job or an internship, consider the following:

Quality of application materials

Have you updated and improved your application documents? If you have changed jobs in recent months, taken on new responsibilities in your current role, or added new achievements, it's time to update your resume.

Be sure to send out quality (i.e., edited and customized) applications. Remember to tailor your resume to each **position type** and and cover letter to each **specific position!** If you receive swift and automated feedback from the employer, it is very likely that they are using Applicant Tracking Software (ATS) to filter their applications.

Our office is a free and personalized resource to help tailor your resume and combat some of the difficulties with ATS!

You can also check online tools like **Jobscan** (www.jobscan.co). Jobscan allows you to create a free account and upload up to five resumes or cover letters, as well as job descriptions. It then parses through this information and provides an analysis of keyword matches.

Quality of time spent on searching and applying

Have you applied to hundreds of positions? Let us help you consider how to balance **quality and quantity** in your search.

Schedule dedicated time for your job search each day, week, and month. Keep track of when and where you have applied! The job search process takes time and persistence. It isn't something that is usually completed in one semester. By dedicating time for this task, you will find it much easier to incorporate your job search into your daily routine.

Locations and opportunities

It is important to ask yourself, "**How realistic are my expectations?**" If you are struggling with your search, could you look at different search pages or expand the types of roles you are applying for? This could increase new possibilities and yield greater results.

Utilizing your connections

You may feel nervous about reaching out to family, friends, neighbors, alumni, peers, or other contacts about **job referrals**. However, these people can be of great help! By utilizing your network (in addition to using other sources), you are being smart in using all of the resources you have. Often, a referral or a connection you have established is helpful to "get your foot in the door." **If you have question about how to reach out to contacts, contact a career advisor at Luddy!** (While having connections can be powerful, the result always lies with your ability to interview successfully and professionally.)

Polishing your interview skills

Interviews come in many formats and styles, but you want to think about preparing for **behavioral, technical, and/or case** interviews. Luddy Career Services offers interview practice in all three areas! Preparation includes:

- Ensuring that you are applying for jobs that interested you,
- Conducting research on the company,
- Practicing answers to commonly asked questions, and
- Connecting your experiences & skills to the roles for which you are interviewing.

If you have questions about interviewing, **schedule a career advising appointment to go over some questions and interviewing tips.**

Below are links and resources for jobs and internship postings, regardless of role or industry!

Luddy-related job search

Sometimes the best place to start is with the tools that are already provided!

- **Handshake** (for job postings and upcoming events): indiana.joinHandshake.com/login
- **Luddy Careers Weekly Digest** (during semesters)
- **Employer opportunities** (information sessions, lobby tables, on-campus interviews, etc.)

General job search

TECH-FOCUSED

- **BuiltIn:** builtin.com
- **Dice:** dice.com
- **Uncubed:** uncubed.com

GENERAL

- **AfterCollege:** aftercollege.com
- **CollegeGrad:** collegegrad.com
- **Glassdoor:** glassdoor.com
- **Indeed:** indeed.com
- **LinkedIn:** linkedin.com
- **LinkUp:** linkup.com
- **RippleMatch:** ripplematch.com
- **SimplyHired:** simplyhired.com
- **Untapped:** untapped.io
- **ZipRecruiter:** ziprecruiter.com

Bloomington/Indiana job search

Want to work on campus, in Bloomington, or in the state of Indiana?

- **Ascend Indiana:** ascendindiana.com
- **Bloomington Technology Partnership:** bloomingtontech.com
- **Jobs at IU:** jobs.iu.edu
- **TechPoint:** techpoint.org
- **Work + Learn Indiana:** workandlearnindiana.com

International job search

Seeking a job, internship, or other opportunities to work outside of the US?

- **Careers International:** careersinternational.com
- **GoinGlobal:** goinglobal.com
- **Passport Career:** passportcareer.com

Start-up resources

Interested in pursuing start-up work?

- **AngelList:** angel.co
- **StartupZone:** startupzone.com
- **VentureFizz:** venturefizz.com
- **VentureLoop:** ventureloop.com

If you need assistance during your search, use Handshake to schedule an appointment with Luddy Career Services!

International students should always check with the **Office of International Services** for questions about eligibility!