COE INTERNSHIP SEARCH STRATEGIES
Exploring Opportunities Beyond MECOP

February 12, 2024

Erich White
COE Career Center
THANK YOU to our 2023-2024 Sponsors!
What we’re doing today:

• Review resume tips
• Find potential employers
• Connect!
Resume Review:
Write for what you want to do
THE BIG QUESTION:

What do employers really want?
## WHAT EMPLOYERS WANT FROM INTERNS

Figure 2: Deciding factor between two equal candidates for internships and co-ops.

<table>
<thead>
<tr>
<th>ATTRIBUTE</th>
<th>PERCENTAGE THAT DEEM ATTRIBUTE “VERY” TO “EXTREMELY INFLUENTIAL”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has held leadership position</td>
<td>65.0%</td>
</tr>
<tr>
<td>Major</td>
<td>61.0%</td>
</tr>
<tr>
<td>Has participated in extracurricular activities</td>
<td>59.1%</td>
</tr>
<tr>
<td>High GPA</td>
<td>44.4%</td>
</tr>
<tr>
<td>Has done volunteer work</td>
<td>35.9%</td>
</tr>
<tr>
<td>School attended</td>
<td>11.3%</td>
</tr>
</tbody>
</table>

Source: 2021 Internship & Co-Op Survey Report, National Association of Colleges and Employers
NEW DATA FOR 2024

Top Skills Employers Want From Recent Graduates*

- Problem-Solving Skills: 88.7%
- Ability to Work in a Team: 78.9%
- Communication Skills (Written): 72.7%
- Strong Work Ethic: 71.6%
- Flexibility/Adaptability: 70.1%
- Communication Skills (Verbal): 67.5%

*According to Job Outlook 2024, National Association of Colleges and Employers
Focus on **transferable skills from unrelated jobs** more than specific responsibilities when transitioning into a new field and explaining previous jobs. Same job, two different explanations:

**Server #1**
- Took steak and seafood orders from customers, waited tables, cashed people out.
- Assembled salads and bread baskets.
- Obtained food handlers’ license

**Server #2**
- Provided excellent customer service for over **300 customers** a week.
- Managed **multiple competing priorities** and effectively managed time.
- Honed **conflict management** in resolving customer requests and employee disagreements.
- **Trained 5 new employees** on restaurant procedures and responsibilities.
RESUMES: SUMMARIZE SKILLS UP TOP

Lose that bland objective statement!

Put your most applicable skills, classes, attributes, etc. up top.

Qualifications Statement Sample

Computer Science major with programming expertise in C++, Python, and Java and experience building robust websites and programs for the City of Corvallis.

Summary of Qualifications Section Sample

• 5 years’ experience in turf industry maintenance, repair, and condition of golf courses
• Supervision of a crew of 10 people
• Coursework: turf management, pesticide application, propagation, agricultural business management.
Employer Search: Who’s hiring for what, and where?
NETWORK & LEARN AT VIRTUAL AND IN-PERSON EVENTS AND CAREER FAIRS ON Handshake

- OSU virtual career fairs & panel events
- Virtual Employer Info Sessions

*Pro Tip: for Ecampus students, ask nearby colleges & universities if you can attend their career fairs as a non-student.*
2 – USE **Buzzfile** TO FIND EMPLOYERS

- “**Buzzfile Employers by Major**”
  [https://www.buzzfile.com/Major/Employers-by-Major](https://www.buzzfile.com/Major/Employers-by-Major)

- If you are geographically constrained, get to know the employers in your field and in your driving radius.

- Ask for **informational interviews** to break in with new employers.

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<table>
<thead>
<tr>
<th>Company</th>
<th>Type</th>
<th>Street Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Department of Natural Resources</td>
<td>HQ</td>
<td>500 Lafayette Rd N</td>
<td>Saint Paul</td>
</tr>
<tr>
<td>City of Saint Paul Parks &amp; Recreation Department</td>
<td>Branch</td>
<td>1100 Hamline Ave N</td>
<td>Saint Paul</td>
</tr>
<tr>
<td>City of Minneapolis Parks &amp; Recreation Board</td>
<td>Branch</td>
<td>2117 W River Rd</td>
<td>Minneapolis</td>
</tr>
<tr>
<td>City of Shoreview Parks &amp; Recreation Department</td>
<td>Branch</td>
<td>4580 Victoria St N</td>
<td>Saint Paul</td>
</tr>
<tr>
<td>Carlson Timber Products, Inc.</td>
<td>Single</td>
<td>53778 Fir Ln</td>
<td>Sandstone</td>
</tr>
<tr>
<td>Minnesota Board of Water and Soil Resources</td>
<td>HQ</td>
<td>520 Lafayette Rd Central Office</td>
<td>Saint Paul</td>
</tr>
<tr>
<td>City of Saint Paul Saint Paul Fire Department</td>
<td>Branch</td>
<td>645 Randolph Ave</td>
<td>Saint Paul</td>
</tr>
<tr>
<td>US Dept of Agriculture Forest Service North Citl Frest Expriment Stn</td>
<td>Branch</td>
<td>1992 Folwell Ave</td>
<td>Saint Paul</td>
</tr>
<tr>
<td>USDA Forest Service</td>
<td>Branch</td>
<td>402 SE 11th St</td>
<td>Grand Rapids</td>
</tr>
<tr>
<td>Minnesota Intrency Fire Cache</td>
<td>Branch</td>
<td>360 Highway 11 E</td>
<td>International Falls</td>
</tr>
<tr>
<td>National Park Service Voyageurs National Park</td>
<td>Branch</td>
<td>1831 E US Highway 169</td>
<td>Grand Rapids</td>
</tr>
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3 – USE TO FIND JOBS AND EMPLOYERS

- **O*Net**: [https://www.onetonline.org](https://www.onetonline.org)

- If you are geographically constrained, get to know the employers in your field and in your driving radius.

- Ask for **informational interviews** to break in with new employers.
Connecting:
Why? Who?
And how?
70-80%

Professional Jobs Filled Through Networking *

* https://www.apollotechnical.com/networking-statistics/
1 – USE Handshake, GO TO CAREER EVENTS

• Go to remote career fairs, workshops, information sessions, panels, etc. Register for events on Handshake: https://oregonstate.joinhandshake.com/

• Follow up with employers in email after career fairs. Attach your resume.

• Talk to employers after their presentations, have your resume handy.

• *Pro Tip: You can still use career fairs you can’t attend to identify recruiters for specific companies and reach out to them too!
WHAT IS LINKEDIN?

- The world's largest online professional-focused social networking site
- **Over 875 million users** spanning more than **200 countries**
- An always available **online version of your resume** that goes with you from job to job
- A professional tool where you can connect with friends, employers, recruiters, etc.
LINKEDIN LEARNING: KEY PROFILE RESOURCE

- All OSU students have access to LinkedIn Learning modules on a tremendous range of topics
- Some of the best profile tips come from the professionals who specialize in using and improving the site
- [https://is.oregonstate.edu/linkedinlearning](https://is.oregonstate.edu/linkedinlearning)
THE LONG GAME: INFORMATIONAL INTERVIEWS

Informational Interview ≠ “Hire Me Now Please!”

Goals: learn about your field, create a relationship

1. Forget about majors & jobs for a moment; think about something important in your life.
2. Find 3 companies you would be proud to work for (even if they’re not hiring right now).
3. Research! Use the company websites, Google, public Slack channels, subreddits, Discord,…
4. Find the company on LinkedIn, use “See xxx employees on LinkedIn” to identify people who right now are doing a job you might want to do.
5. Reach out to ask for an informational interview.
6. Prepare questions that Google can’t answer.
7. Follow up, follow up, follow up!!!

“Hello, my name is _______. I’m an Oregon State University student majoring in _______.

I’m interested in (the company) because (reasons a, b). I’m contacting you because I’m very interested in (specifics x, y, z) you mentioned in your LinkedIn profile. If you could spare 20-30 minutes, or would be willing to chat via email, I would love to learn more about what you do as I’m entering the (your major) professional community and planning my own next career steps. Thank you so much for your help in exploring my career options in (your major)!”
WHERE CAN I GET CAREER ASSISTANCE?

Online

http://www.career.oregonstate.edu/engineering
Online tools, resume samples, web resources & comprehensive career guide

Drop-Ins with COE Career Assistants
Johnson Hall 124 or
Remote Drop-In Advising (see link above)
Monday to Friday: 9 a.m. to 4 p.m.

COE Career Assistant Appointments
Book via Handshake: https://oregonstate.joinhandshake.com/

COE Career Advisor Appointments
Book via Beaver Hub: https://uit.oregonstate.edu/beaver-hub
THANK YOU!
Find all these tools online, along with our comprehensive career guide!

https://career.oregonstate.edu/