

Broadly speaking, there are three main ways to find a job, internship, or volunteer position. Since many positions are filled through word of mouth, be sure to use a mix of the strategies described below.

Want support? [Make an appointment](#) with your career adviser

1. IDENTIFY

(1) Identify your search goals.

INDUSTRIES OR MISSION AREAS:	PREFERRED SKILLS, PROJECTS, OR JOB TITLES:
WORK ENVIRONMENT OR SETTING:	LOCATION(S):

(2) hone

PROJECT	RESOURCES
Update your resume or CV	Resume (or CV) templates Upload to Handshake for a review; allow 1-3 days
Update your LinkedIn profile	LinkedIn: Profile Checklist Writing a great LinkedIn summary Email the Career Lab at cservices@clarku.edu for a review
Curate your digital presence	Article: 8 Ways to Clean Up Your Social Media Upload projects, papers, articles and photos to LinkedIn Optional: build a digital portfolio through Github , Wix , or another platform

2. IMPROVE YOUR ONLINE PRESENCE

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People in your network can refer you to unposted opportunities, niche job boards, other helpful professionals, or help get you an interview. Networking in this way should comprise about 50% of your search time.

(1) List people you already know who might have advice and leads.

FAMILY & FRIENDS:	STUDENTS, STAFF & FACULTY:	ALUMNI:	CO-WORKERS & SUPERVISORS:

(2) Find additional alumni who may be interested in helping. Search by industry, Clark major, job title, location, or organization name.

[ClarkCONNECT profiles and events](#)
[LinkedIn](#) Clark alumni search page

[Clark Alum Facebook Groups](#)
[Alumni chapter gatherings](#)

(3) Reach out and ask for [advice, leads and informational interviews](#). Get to know them; build long-term professional relationships. Track conversations on the last page or a spreadsheet.

(4) Rinse and repeat until you have an interview or an offer.

(5) Stay in touch: Send thank you emails or notes every time someone helps. Update your network on your progress.

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Some organizations will create a customized internship, volunteer position, or summer job for you if you show initiative. Approach them with a spirit of curiosity to explore possibilities.

First: Know your goals and the skills/value you have to offer, especially virtually right now. (Not sure? [Make an appointment with us](#).)

Identify organizations where you might like to work or volunteer. Do some research to understand how you might be helpful to them. Then use your network to set up a conversation and explore.

Consider a [self-designed LEEP project](#) or directed study with faculty you know well.

Want to start a small business or freelance your skills? Do the first few projects for free to build a reference list.

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Your search could take weeks or even months. Staying organized will ensure that you are making the best use of your time and staying on track.

Adapt your resume and cover letter for each application; save each version.

Use a tracking spreadsheet to track contacts, employers that interest you, deadlines, application stages, etc.

Set weekly goals and schedule time each day to work on your search.

Get feedback at every step your materials, your search strategies, your interview skills, etc.

Keep applying and networking until you have an offer.

Good luck!

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	r	Position title	Link to posting	Deadline	Application status	Interview
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