

UNLOCKING OPPORTUNITIES: YOUR GUIDE TO THE JOB AND INTERNSHIP SEARCH

ABOUT THE GUIDE

This guide will help prepare you for securing an internship or landing a job in your field.



Georgia Tech
Career Center

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Planning Your Internship, Co-op and Full-Time Job Search

You're getting started on locating an internship or a co-op! This is great!

At Georgia Tech, the Career Center wants you to present your best self in every search process, regardless of the level of experience you have. In order to do this, you must be able to effectively navigate through these three steps: self-assessment, marketing, and networking.

1. Self-Assessment

Before applying for any positions, it is important to make sure that you are searching for the right types of positions for you based on your own needs and desires. In the process of considering a job, identify what you want through self-assessment and asking yourself the following questions:

Intentions

How do I want to spend my Spring/Summer/Fall semester? Taking classes, working, shadowing?

Interests

What do you want to do? What do you enjoy?

Skills and Abilities

Are you qualified for this role? What skills are they asking for that I possess?

Focus Your Search

What industries hire people with my interests and qualifications? Who are some companies that hire for the types of jobs I'm interested in?

Target Opportunities

What is my goal with my position? What types of opportunities do they have available to me right now or in the future?



2. Marketing

Now that you have a focus and have reflected on your interests for an internship or a job, it is time for you to prepare your application materials and take steps towards marketing yourself by:

- ▷ Preparing your resume and other job search materials (your personal marketing tools) for submission with job applications.
- ▷ Researching companies and positions of interest by learning about the industry, hiring trends, and the companies themselves.
- ▷ Identifying networking opportunities and individuals who may have helpful information as you work through identifying companies and positions of interest.
- ▷ Committing to a plan/schedule by setting aside specific blocks of time dedicated to preparing for your job search.
- ▷ Identifying job search resources (Career Center, CareerBuzz, Handshake, LinkedIn, Online tools, Job Boards, etc.).

3. Networking

It's time to put your materials to work for you! You have done the self-reflection and have spent the time curating your marketing materials. In the job search, it is important for you to build a network of your own as you move through your current search, future searches, and to surround yourself with people that have similar aspirations and passions by:

- ▷ Developing a list of viable contacts through company research. Start with people you are comfortable talking to (family friends, classmates, etc.), and then branch out to other possible connections (GT Alumni, company recruiters, etc.).
- ▷ Networking with a purpose and being able to convey your goals clearly to those you are networking with.
- ▷ Conducting informational interviews with your new connections to get a better understanding of the respective company, their time as an employee, work environment, etc.
- ▷ Engaging in a conversation versus a sales pitch by asking for advice and asking intentional questions to keep the conversation going smoothly.
- ▷ Following up and maintaining your connection with contacts you have made. Who you know is just as important as what you know.



PRO TIP
Remember that your network can provide you with access to your next opportunity!

Recruiting Timelines



When to Start Your Search

Typically, companies start recruiting approximately two semesters before the work term they are hiring for. For example, if you are looking for a summer internship, you should start looking in the fall semester of the previous year. However, there are also companies that recruit from one semester before the anticipated start to four semesters before, therefore it is important to do research on recruiting timelines for your industry as well as specific companies.

Utilize Your Resources

If you are interested in pursuing a role, get started on searching and preparing immediately to avoid doing a lot of heavy lifting later in the game. If you need to, request an appointment via [CareerBuzz](#) with a Career Educator or Career Development Advisor to review your job application materials (resume, LinkedIn profile, cover letter).

Networking

As you prepare for your search, you can begin putting your networking skills into practice through opportunities such as career fairs or events where an employer representative is present. Practice will help you become more comfortable communicating and translating your skills to company representatives that are making the connections between the skills you have and what they need. To begin building your network and forming connections, reach out to recent alumni in fields that interest you, professors, club contacts, family friends, recruiters, etc.

Your Career Journey

It is very easy to compare your job search to your friends or classmates. Some people may get internships very early while others may receive their offers closer to the start of their work term. It is important that you do not panic or feel discouraged if your job offer timeline is different from others.

Job Search Resources

- ▷ [CareerBuzz](#)
- ▷ [GoinGlobal](#)
- ▷ [Foundation List](#)
- ▷ [Buzzfile](#)
- ▷ [Simply Hired](#)
- ▷ [LinkedIn](#)
- ▷ [Glassdoor](#)
- ▷ [Idealist](#)
- ▷ [Interstride](#)
- ▷ [Additional Resources](#)

Tracking Your Applications



In many cases, if you are applying for one job, you are also applying for many others. Like building your network, submitting multiple job applications can also feel daunting. When you apply for more positions, application management can be harder to manage and keep up with (application statuses, quantity of applications, etc.). To help make the application process easier to keep up with, create a spreadsheet that outlines relevant information about each position you apply for or intend to apply for (company name, position title, website, deadline if applicable, application status, contact person information, etc.)

For job application documents, create a folder system to save your files for each position you apply to.

Tracking Tips

- ▷ Set aside a regular time each week to send out applications.
- ▷ Apply to more jobs than you think you need (10+ or 20+ weekly).
- ▷ Be aware of hiring timelines for target industries to prioritize your application process.
- ▷ Do not self-select out of applying – let the employer make the decision to move you forward. The only way you will be guaranteed to NOT be considered is by not applying.
- ▷ Don't feel like your major correlates with the role? Many employers are open to multiple majors for the same role. Look at the position description (rather than just the title) to make a more informed decision.

PRO TIP

Always save a copy of the job description for what you apply to. Often, they are removed from the site after applications close.

How Can You Overcome Rejection?

The reality is that while you aim to be called to an interview for every job you apply for, mentally prepare yourself to face rejection. While it may be difficult, remember in the face of rejection:

- ▷ Keep your options (and professional doors) OPEN for the pursuit of other opportunities.
- ▷ Build relationships beyond past rejections and maintain contact with recruiters you've met.
- ▷ You can inquire about opportunities in future semesters. Remember the 80/20 rule: a job can still be great even if only 80% of it matches your ideal position.
- ▷ There is more than one right answer. Don't only focus on a "perfect" or "dream" job. Think ahead about what will support your long-term goals.



What Happened to your Internship or Co-op?

Was your internship/co-op offer rescinded? Was your internship/co-op offer pushed back to a later semester?

Unfortunately, there are some cases and situations where offers are made by companies and accepted by students, but companies later rescind or postpone for various reasons that are not your fault. These reasons can be overestimated hiring needs, company-wide budget cuts or layoffs, and internal changes.

This is never a situation that you want to find yourself in, but especially not without a plan of action to optimize your time. If this happens, take some time to process first. Then, explore ways to maximize your time. Start or complete a project you may be interested in. Take an extra course if you have enough time in your schedule. Search for another position if time permits!

Didn't receive an offer or aren't ready for an internship yet?

- ▷ Make the most of your time with projects or research.
- ▷ If your degree program is in a discipline where there is a lot of research or project opportunities, identify student organizations where projects and research may be happening.
- ▷ Reach out to professors you have a relationship with and assist them with any research efforts or projects that they may have.
- ▷ If you have something relevant to your career you want to pursue independently or for fun, take this time to immerse yourself in that work!

Planning Your Job & Internship Search as an International Student

International students may be eligible for US employment using Curricular Practical Training (CPT), which is common for internships and co-ops while enrolled in school, or Optional Practical Training (OPT), which is commonly used for full-time positions after graduation. Contact the [Office of International Education \(OIE\)](#) to learn more about all of your options. While these are excellent options, it is important to know that they are short-term work authorizations and are not meant to be permanent. Long-term employment options after graduation would be considered employer-based visa sponsorships such as H1B, TN, or O1 visas.



Job Search Resources

▷ [CareerBuzz](#)

CareerBuzz also functions as a job board for Georgia Tech partnered employers to post job opportunities that they would like to see Georgia Tech students fill. On these postings, employers outline whether or not the company provides H-1B sponsorship for international hires.

To access available postings (full-time, internships, co-ops, etc.):

- Log into CareerBuzz and click the “jobs” tab at the top right corner
- Underneath the “keywords” search bar, select “more filters”
- For the questions that state, “does your company provide H-1B sponsorship?” select ‘yes’ to see employers and positions that match this filter.

▷ [Interstride](#)

Interstride is a platform designed to support international students in their academic and career journeys in the United States. Interstride aims to empower international students by providing personalized guidance and fostering connections within a supportive community.

▷ [MyVisaJobs.com](#)

MyVisaJobs.com provides information on H-1B Visa and Green Card sponsorship trends by employers, industry, job title and occupations in its [top 100 sponsors reports](#).

▷ [H-1B Employer Data Hub](#)

This site is associated with the Department of US Citizenship and Immigration Services and offers a database of employers that petition to hire potential employees in need of an H-1B visa. You can search for sponsors by year (as far back as 2009), company name, location, approval and denial rates, etc. Complete employer data and information for each fiscal year can be found [here](#).

▷ [H-1B Salary Database](#)

This site provides millions of H-1B salaries from the official data managed by the U.S. Department of Labor. You can search for salaries by company, position title and location.

Interested in Pursuing Global Opportunities?

Are you interested in pursuing a position outside of the U.S. or in another country? The following online resources and job boards provide you with potential leads to positions outside of the U.S. and in other countries around the world.



[GoinGlobal](#)

The Georgia Tech Office of International Education hosts the Global Research and Internship Program (GRIP), providing current Georgia Tech students with the opportunity to locate positions outside of the U.S.

[Monster International](#)

This site is part of Monster.com and provides 51 affiliated job sites in 44 countries.

[Landing.jobs](#)

Browse through this European-focused job postings site with a work permit filter that shows companies offering visa support.

[Worldwide Indeed](#)

This site is part of Indeed, focusing on international jobs in 63 countries.

[HigherEdJobs - International Postings](#)

This site is part of HigherEdjobs, focusing on higher education positions (faculty and staff) outside of the U.S.



Stay Connected

The Career Center always wants to know what our students are up to! We would love to hear about where you are working and how you are forging your career success. Have an internship or co-op lined up? Be sure to register your position with the Career Center!

Are you graduating or pursuing continued education?

Congratulations in advance! The Georgia Tech president will send out a career and salary survey at the end of each semester to all graduating seniors. We encourage you to fill out this survey so that we have more information about where our (soon-to-be) alumni are headed to work or to school. This information lets the Career Center, other current students, and prospective students of top employers recruiting Georgia Tech students know what are alumni are doing.

You can also share your successes and updates with us by emailing us at: careercenter@gatech.edu.



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