

JOB & INTERNSHIP SEARCH STUDENT GUIDE

Start with Handshake – Your School’s Career Hub

Visit Handshake (<https://joinhandshake.com>)

- your first and most important tool. Handshake is built for college students and offers curated listings from employers actively looking to hire students and recent grads.

How to Search on Handshake:

1. Log in using your OC email.
2. Click “Jobs” or “Internships” at the top.
3. Use the Filter Panel (left side of the screen):
 - Job Type: Choose “Internship” or “Full-time.”
 - Location: Enter specific cities or select “Remote.”
 - Work Authorization: Filter for employers who sponsor visas.
 - Major and Industry: Use filters to match your field.

Pro Tips:

- Save your search and turn on notifications.
- Use keywords like “summer 2025 internship,” “remote marketing intern,” or “paid research internship.”

Use Advanced Filtering on Other Trusted Job Boards

Other Websites:

- Indeed: www.indeed.com
- LinkedIn Jobs: www.linkedin.com/jobs
- WayUp: www.wayup.com
- Internships.com: www.internships.com
- Parker Dewey: www.parkerdewey.com
- Idealist (nonprofit/public service): www.idealists.org
- USAJobs (federal jobs): www.usajobs.gov

Set Up Custom Filters Based on YOUR Needs

Filter by:

- A. Time Commitment (part-time, full-time, project-based)
- B. Location (remote, hybrid, city-specific)
- C. Industry (Tech, Healthcare, Education, etc.)
- D. Major/Field of Study
- E. Compensation (filter for 'Paid')
- F. Company Type (startups, nonprofits, faith-based, etc.)

Search Keywords to Use

Keyword Examples:

- By Industry: 'Marketing intern,' 'Finance analyst'
- By Location: 'Remote summer internship,' 'OKC design intern'
- By Timeframe: 'Summer 2025,' 'Fall semester internship'
- By Skills: 'Photoshop,' 'Public speaking'

How to Stay Organized

Use a spreadsheet with columns:

Job Title | Company | Link | Deadline | Status

- Set reminders
- Apply early – best roles fill quickly

Network While You Search

- Use LinkedIn to connect with alumni and follow companies
- Attend OC career fairs and workshops
- Ask professors and staff for connections
- Book coaching with Career Services

Use AI Practice Tools to Prepare for Interviews

Use OC's Practice Interview platform to simulate interviews.

How it works:

- Choose field or role type
- Practice behavioral/technical questions
- Get AI feedback on tone, posture, and delivery

Link: <https://app.practiceinterviews.com/enter-email>

Get Feedback Before Applying

- Visit Career Services for resume/cover letter reviews
- Attend career workshops like 'Lunch and Learn'
- Check the website for events and updates

Final Tips:

- Apply to 10–15 roles per week
- Customize resume/cover letter for each application
- Follow up in 10–14 days
- Don't get discouraged – stay consistent