

## Jobs and internships

### Preparation checklist

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- Research employers of interest and identify prospective opportunities
- Submit application materials to jobs/internships of interest
- Send the interviewer(s) a professional thank you card
- Continue to apply for jobs/internships as you wait for an offer or rejection

### Researching employers

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- Review corporate websites, social media, press releases, and other resources
- Identify their mission, goals, and values and see how well it aligns with your personal values
- Look into any initiatives, clients, products, and services that are relevant to the company
- Recognize the key players of the organizations and how they want to progress the company

### Making and leaving a positive impression

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- Visit CAS Career Services to have an error-free resume and cover letter
- Practice interviewing skills with CAS Career Services
- Prepare your professional outfit by cleaning suits, polishing shoes, ironing blouses, etc.
- Summarize your interview by sending a thank you note/email to all interviewers

### Leveraging multiple offers

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- Assess what each job/internship offer can provide for you
- Consider how you want to grow with the organization and within a specific position
- Identify your short- and long-term goals and how each offer contributes to them
- Consult with CAS Career Services to evaluate all of your offers with an objective perspective

# Job and Internships Search



CAS Career Services

## Decision space worksheet (adapted from FSU Career Center)

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Please list all thoughts, feelings, circumstances, people, or events that bear on the offer.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

- What kinds of industries, businesses, and organizations interest you?
  
- What skills do you enjoy using and why?
  
- If you are relocating, what are things you need to consider?
  
- Is there anyone in the field or organization that can provide some advice?
  
- How will this opportunity support you and your life goals?



## The Decision Space

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### Directions:

- The large circle below represents the total decision space.
- Within the large circle, draw smaller circles that represent the magnitude or the relative importance of each item listed on the Decision Space Worksheet (DSW).

