Launching Your Job & Internship Search

SJSU Career Center
AGENDA
1. Identify Your Strengths
2. SpartaJobs
3. Target Your Search
4. Utilize Your Network
5. Final Tips
Before You Start…

- Think about your classes, hobbies, extracurricular activities, and life experiences
- Identify your strongest assets
- Take self-assessments
Highlights:

• **Apply for jobs and internships** targeted to SJSU students.

• **Make appointments** for help on career exploration, resume/cover letter writing, interview preparation, and more.

• **Join events** to gain strategies on building your career.

• **Attend job fairs and info sessions** to network with employers.

• **Stay updated on opportunities** through weekly newsletters.
1. Log on: sjsu.edu/careercenter > spartajobs
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Use your SJSUOne login information.
2. Setup your profile.

School, Education Level, Cumulative GPA, and Majors are locked.

Fill out your profile completely! This way, employers will be able to quickly screen for your qualifications.

Use key words and accomplishment statements using the STAR method (Situation, Task, Action, Result).
2. Setup your profile.

Uncheck this if you are unready to share your profile with employers.
2. Setup your profile.
3. Search for jobs and internships.

Save your search to quickly view similar jobs the next time you login.

Narrow down postings to those for which you are most qualified. However, you can apply to any position even if you do not have all of the qualifications.

Search by major groups that commonly work in your desired career field.
Target Your Search

Accounting & AIS

The Accounting concentration prepares students for careers in certified public accounting and managerial accounting in private and public sectors of the economy.

The Accounting Information Systems concentration prepares students for careers in accounting, consulting, business analysis and management.

Career Information

Use career information resources to explore potential majors, related careers, and career paths.

- What Can I Do With My Major?
- O*Net - Career Information Database
- Bureau of Labor Statistics
- CPA Firm Recruitment Guide
- Careers in Accounting

Job and Internship Websites

Use job and internship websites to identify typical job/internship titles and openings.

- SpartaJobs
- AccountingJobsToday
- CareerBank
- BankJobs
- USA JOBS - The Federal Government's Official Job Site
- Careers in California Government

Sjsu.edu/careercenter

> Find a Job/Internship

> Resources by Major

- Common career paths
- Major-specific job/internship boards
- Job search tips
- Resume samples
- Success stories
Utilize Your Network

LinkedIn University Tool

- Connect with professionals/alumni in your field
- Conduct informational interviews
Fall '16 Business, Government & Nonprofit Job & Internship Fair
Tuesday, September 27, 2016 12:00 – 4:00pm
Student Union Ballroom
Employers conduct information sessions on campus to talk about what they do and their available positions.

Be prepared to network and have your resume.

Once information sessions are scheduled, email announcements will be sent.
Final Tips

1. Create target list of employers
2. Create a Plan A, B and C
3. Use variety of tactics to job search
4. Search by job skills not job titles only
5. Be aware of your “digital dirt”
6. Be open-minded
7. Realistic expectations
8. Get job/internship support – it is hard work