ORGANIZING YOUR JOB & INTERNSHIP SEARCH

UNLV

Landing that job or internship can be a numbers game. You'll want to take an organized approach to keep track of all the details—here's how.

It's a good job search strategy to identify and apply for as many relevant opportunities as you can. The reason? Pretty obvious— the more you can apply for, the better your chances of getting an interview. And the experience of pursuing multiple opportunities builds valuable research, project management, application and interviewing skills. Not a bad thing!

It's a process

Identifying opportunities, assembling your materials and submitting your applications is a process that takes time, and requires an organized, step-by-step approach.

[1] DO YOUR RESEARCH

Search the web for opportunities. Use this as a chance to become informed on typical titles, common keywords, requirements and desired skills.

[2] CONNECT

Reach out and network with people and professionals who can provide insights on career paths and opportunities in your area—or areas—of interest.

[3] TAILOR YOUR DOCUMENTS

Create and customize your application documents for each position. Highlight the mix of skills, experience and passions that make you, you.

[4] APPLY

Apply to any and all opportunities that appeal to you. Managing multiple applications and positions is a challenge— stay organized!

GET ORGANIZED!

Developing a spreadsheet is a great way to manage the process and track progress. Here's an example:

Deadline
Most job postings have a rolling deadline, so it's to your benefit to apply sooner rather than later!

Interest Level
Rating your level of interest will help you prioritize your applications.

Status
In this area, you can track date submitted as well as any progress towards an offer.

Interest Level	Job Title	Employer	Posting Date	Deadline	Status	Link	Type of Role

Link
While you might find a role on a jobs platform, when possible, it's a good idea to apply on the employer's website

Posting Date
Jobs that have been posted for a long time have a higher chance of closing or being already filled, so this date will help you decide which applications to work on first.

Type of Role
Label the type of role (example: "nonprofit social media"—or "museum PR") so you can quickly identity similar roles and use the related documents as a template.