



JOB/INTERNSHIP SEARCH & APPLICATION WORKSHEET

Researching, preparing, and getting organized can help set you up for success

/ EXPLORE AND TARGET YOUR SEARCH

Begin searching for a job or internship **at least six to nine months (2 semesters) prior to needing one**. Set aside at least **three hours a week** for the process

Top 3 Areas/Industries or Job/Internship titles of interest

1. _____
2. _____
3. _____

/ SEARCH AVENUES

- Handshake
- Indeed.com
- CareerShift
- GoinGlobal
- Student Orgs
- Career Fairs
- Career Events
- Company Website
- Professional Associations
- Professors/Departments

/ PREPARE

- ✓ Update resume
- ✓ Write a cover letter
- ✓ Gather letters of recommendation or references (if applicable)
- ✓ Compile and/or update portfolio (if applicable)
- ✓ Update Handshake and LinkedIn Profile

/ APPLY

<i>Job or Internship Title</i>	<i>Company</i>	<i>Date Applied</i>	<i>Date Interviewed</i>	<i>Thank you email sent?</i>	<i>Date of offer</i>

****AI Prompts to Be a Competitive Applicant on page 2***



AI PROMPTS TO BE A COMPETITIVE APPLICANT

Embracing AI can open the door to a wealth of knowledge and helpful strategies. You can use it to learn more about careers, skills and qualifications needed for an internship/job, resume and cover letter writing, interviewing strategies, and following up with recruiters.

NOTE: As always, treat the generated content as a reference only. Verify its accuracy and rephrase it in your unique style. Remove any personally identifiable information before copy/pasting your resume.

UNDERSTAND THE JOB/INTERNSHIP DESCRIPTION

Prompt: You're a recruiting manager. Share the top 5 skills essential for the following posting, along with explanations for their importance. Here is the job description [paste the job or internship description].

BUILD YOUR RESUME

Prompt: I will paste the *experience section* of my resume for the previously shared job/internship title. Rephrase the experiences to showcase technical and required skills. Include keywords that are relevant to the role.

WRITE A COVER LETTER

Prompt: Based on my resume and the job/internship description I provided, write me a compelling cover letter that helps highlight the key skills and experiences that are most relevant to the position. Focus on achievements and qualifications, experience working in the industry and leadership potential.

PREPARE FOR INTERVIEWS

Prompt: You're a hiring manager at [company]. Based on the job description I provided, share 10 questions that you're likely to ask a candidate during an interview, and categorize them into traditional, behavioral, situational and technical questions. Then, please share sample answers with the structure to prepare for the interview.

SEND A FOLLOW-UP THANK YOU EMAIL

Prompt: I had an interview this morning and it went well. I really want the job. Please write a professional thank you email to the interviewer for [job/internship title]. The interview took place on [date] at [time]. Express gratitude, highlight that I was impressed with the team and company culture and that I am confident I will thrive in the role. Reiterate relevant experience or qualifications, restate my interest and ask about next steps.

The job application process can be nerve-racking, but leveraging AI can help you navigate the process more confidently. Remember that generative AI should be treated as a reference and a source of inspiration.