



Career Services

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www.vsu.edu/career-services/

Internship/Experiential Learning and Job Search Process Timeline



Start Your Internship/Experiential Learning and Job Search Now!

You are currently searching for an internship/experiential learning opportunity or have reached your senior year and you want to do everything in time to have a job (full-time employment) in advance of or the day after commencement. Following is a suggested month-by-month schedule to help you achieve your goal. Remember, the Job Search is a Process!

August/September

- Visit the Career Services office for assistance
- View the Career Services website <http://www.vsu.edu/career-services/> for career resources and information about the upcoming VSU Career Expos and other Career Fairs
- Update your profile and resume on Handshake at <http://www.vsu.edu/career-services/>
- Draft your Resume and Cover Letter, have it critiqued and approved by a Career Services Advisor
- Create your LinkedIn page
- Make a list of companies/organizations/agencies for a targeted internship/experiential learning job search campaign
- Develop an Internship/Experiential learning and/or Job Search Action Plan with a Career Advisor
- Access the Internet; peruse alumni directories and directories of companies/organizations/agencies where you would like to work. Read newspapers, career magazines, and research employers by visiting their websites
- Prepare for and attend VSU's Career Expos
- Start applying to companies/organizations/agencies by emailing resumes, cover letters and other supporting documents

October/November

- Meet with Career Services Advisors, Faculty and Academic Advisors for assistance in networking
- Attend Career Workshops and Information Sessions
- Schedule Mock Interviews
- Sign up for On-Campus Interviews
- Apply to companies/organizations/agencies by emailing resumes, cover letters and other supporting documents
- Follow-up with employers
- Use Fall Break to contact prospective employers
- If considering graduate school or professional school, take the GRE, enroll in the Graduate and Professional School Preparation Course and apply to graduate and professional schools to meet application deadlines

December/January

- Write or call alumni and other contacts to ask for referrals
- Conduct Informational Interviews, if desired
- Use other job search strategies such as online sites, professional journals, classified ads and employment professionals
- Apply to companies/organizations/agencies by emailing resumes, cover letters and other supporting documents
- Follow up with employers
- Continue On-Campus Interviewing
- Continue making contacts
- Use Winter Break to follow up with previous contacts and make new contacts
- Report internship/experiential learning and job (full-time) acceptances to VSU Career Services

Mid-January/February/March

- Discuss your job search progress with Career Services
- Continue to apply to companies/organizations/agencies by emailing resumes, cover letters and other supporting documents
- Follow up with employers
- Continue On-Campus Interviewing
- Report internship/experiential learning and job (full-time) acceptances to VSU Career Services
- Prepare for and attend VSU's Spring Career Expo and Education Career Expo

Mid-March

- Prepare for and schedule second interviews, if invited
- Arrange meetings with prospective employers
- Call helpful contacts
- Continue follow-up with previous contacts
- Use Spring Break to meet with new contacts
- Report internship/experiential learning and job (full-time) acceptances to VSU Career Services

April/May

- Discuss job search progress with Career Services
- Continue contacting and applying to prospective employers
- Continue to Network
- Report internship/experiential learning and job (full-time) acceptances to VSU Career Services



For additional information or assistance, contact VSU Career Services at 804-524-5211 or email us at careerservices@vsu.edu.