



During the COVID-19 crisis the job market has become much more challenging. It is imperative for you to continue your career search and redouble your efforts to be prepared and use your network effectively. Here are some tips to keep you at the top of your game to find jobs and internships.

1. Take time to update your job/internship materials

- A. Update your résumé to make it as current as possible. When writing about your experiences, be sure to use facts and figures to make the experience come to life. Show specifically how you use your skills while writing about experiences.
- B. Either set up or update your LinkedIn profile. Make sure it matches your résumé. Ask friends and former co-workers to endorse your skills or write short recommendations for you.
- C. Communicate with your references about your job or internship search and share a copy of your résumé with them.

2. Use your resources wisely

- A. Log onto www.joinHandshake.com (use your FC Username and Password) and update your profile. Use Handshake to apply for full-time jobs, internships or part-time jobs. Franklin College is connected with more than 6,000 employers and has more than 5,000 jobs posted.
- B. Apply for jobs and internships on www.Linkedin.com .
- C. Apply for internships on www.Indianaintern.net .
- D. Set up a virtual meeting with an Ascend representative at <http://bit.ly/FCAscend> so they can help connect with open jobs and internships and get you into their system. They are doing all intake meetings by phone.

3. Make time to network – It really is who you know that can make the difference

- A. Build your connections on LinkedIn and then connect through messaging or e-mail
- B. Set up Zoom or other on-line video chats with connections. Pick their brains about what they like and don't like about their jobs. Find out what they consider to be the BEST path is within their field to find employment opportunities.
- C. Join groups on LinkedIn and then read postings and participate in discussions within that group.
- D. Join professional groups in your field. Many offer student rates.
- E. Attend free Webinars in your field to build your knowledge level.