






# Job search strategies

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# Where to search



## Handshake

- Handshake is an online job platform designed to connect employers with student-level talent
- Find careers, jobs, internships, employer contacts, events and up-to-date Career Services information all in one spot! [davenport.joinhandshake.com](https://davenport.joinhandshake.com)



## LinkedIn

- Use LinkedIn to find and cultivate connections. Reach out to recruiters and Davenport University alumni directly, and introduce yourself.



## Google and Indeed.com



- These engines pull jobs from a broad network of websites
- Don't forget to explore using advanced search functions



## Career Services

- Leverage connections through your career coach and internship manager
- View and register for events in Handshake: [davenport.joinhandshake.com/events](https://davenport.joinhandshake.com/events)



## Staffing firms and agencies

- They move quickly to serve their clients' needs immediately
- These opportunities can include temporary/contract, temp-to-hire or direct hire positions



## PathwayU

- Create an account and take the assessments
- PathwayU shows postings from Handshake and Indeed that align well with your interests and values: [davenport.pathwayu.com](https://davenport.pathwayu.com)



## Government jobs: township, city, state, federal, etc.

- State level: [governmentjobs.com/careers/michigan](https://governmentjobs.com/careers/michigan)
- Federal level: [USAjobs.gov](https://USAjobs.gov)



## TEAMWORK ONLINE

- Find lucrative careers in the sports industry through TEAMWORKONLINE.
- Davenport University offers this opportunity to its students who are specifically seeking professional sports industry careers: [teamworkonline.com](https://teamworkonline.com)



## Parker Dewey

- Micro-internships are short, paid projects that enable students from all majors to build and demonstrate skills while exploring a variety of career paths: [info.parkerdewey.com/davenport](https://info.parkerdewey.com/davenport)



## Fraudulent postings

- If it sounds too good to be true, it probably is
- If there is no onboarding process
- If all interactions are email
- If they request or send money
- If they ask you to cash a check before you have been hired
- If the sender's email address is not a corporate address
- If it has a high salary with no requirements

Report it to Career Services, and avoid it!

## Proud hiring sponsors of Davenport University students and alumni



Reach out to any of our sponsors listed on on page 42.

**THEY ARE LOOKING FOR YOU!**

# Track your search and identify target companies

## Identify your target companies

Company/ organization	Website	Why interested?	Referral	Most recent contact/ application

## Be strategic and keep it together

Keep track of search terms and filters used so they can be refined to optimize electronic searches: Document the email account and the password created for each job site you use to apply, since you may need to refer back to the job details later.

### Terms used

Social media	Marketing assistant	

### Internship searching in Handshake?

Use the "Labeled by your school" filter to search by course code:

Label examples:  
MGMT490 possible  
ACCT490 possible

## Keep track of your applications, companies and job descriptions:

Position	Link	Company	Contact	Date applied	Close date/ date to follow up with recruiter
Media intern	hospitaljobs.com	MyMichigan Health	Iwanna Career	6/2	6/16



### Completing applications

- Complete applications with honesty and without errors
- Pay close attention to an employer's instructions when submitting an application. When in doubt, contact your career coach to discuss what is included and appropriate in any of these documents
- Always fill out all fields as completely as possible throughout every application
- Human Resources departments will require application information in different fields, so avoid using a statement like "See résumé." Employers need to report and organize large amounts of data
- Do not skip sections because this may remove you from the applicant pool automatically

# Proud hiring sponsors of Davenport University students and alumni

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## Gold sponsors

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## Silver sponsors



## Bronze and book sponsors







# Careers that Make a Difference

Join our team.  
We offer competitive salary and  
benefit packages. Generous start-up  
bonuses available!

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## OPEN POSITIONS

Psychiatric Technician

Intake Support

Assistant Supervisor

Community & Residential Supervisor

Social Work

Nursing

Learn more at [pinerest.org/careers](https://pinerest.org/careers)



# We're Hiring!



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A CREDIT UNION SERVICE ORGANIZATION

## Servicing Credit Unions Nationwide

### Join Our Team!

We offer competitive pay, a robust benefit package, paid time off, bonus potential, annual employer 401(k) match, education assistance and more.

Learn more about our cooperative at:  
[cuanswers.com/about/careers](https://cuanswers.com/about/careers)



### We're looking for students with majors in:

- Accounting
- Business
- Finance
- Information Technology
- Software Development

*And More!*

At CU\*Answers, we take great pride in providing products and services to our credit union partners throughout the country.

# LinkedIn and online presence

## How you are perceived:

- Your image appears on LinkedIn, Facebook, Twitter and Handshake and in class, at work and in public
- Are you acting professional, following industry groups, obtaining certifications and showing leadership?
- Are you engaged in professional or community events, volunteering, contributing to something?

## Words of advice:

- Google yourself. Do you like what you see, and are you OK with a potential employer seeing it?
- Be sure to edit your privacy settings to prevent unapproved persons from viewing your profile

## Profile basics checklist:

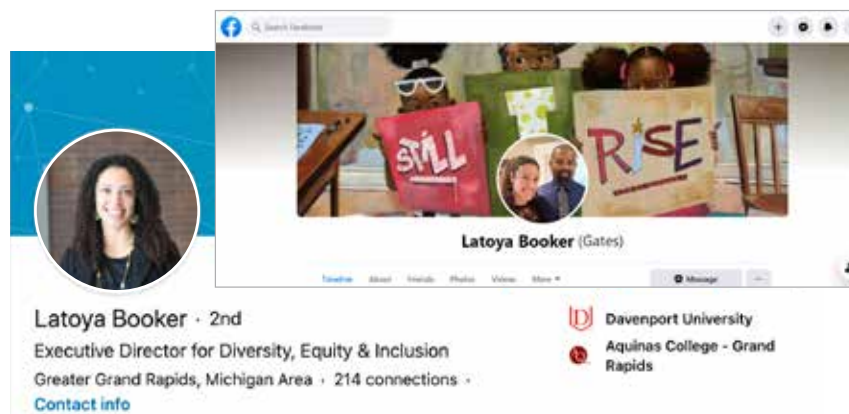
- ☐ Post a professional headshot for your profile picture
- ☐ Create a headline that is thought-provoking and that contains keywords you expect to be searched by
- ☐ Edit your URL to contain your name to improve searchability
- ☐ Include all education (even high school) to begin finding connections
- ☐ Include all past companies and job titles to give viewers or recruiters an idea of your professional background
- ☐ Select skills you want to market about yourself
- ☐ Ask for recommendations from connections to help validate your employment history

### DID YOU KNOW?

Over 80% of jobs are filled without posting. That means networking is the most likely way to get an interview.



## Meet Latoya Booker



## Latoya's presence is:

- Professional
- Collaborative
- Motivated
- Positive
- Engaged
- Approachable

## Latoya's presence is not:

- Negative
- Sloppy
- Aloof
- Mean
- Argumentative
- Disconnected

## How to network

Networking is the most important part of LinkedIn. Who should you connect with? Ask yourself: Could they do a favor for you, or could you do a favor for them? If yes, CONNECT!

Use your connections to your advantage. Let them know if you applied for a job with their company, or ask them to connect you with someone you need to reach. LinkedIn job postings often have a recruiter assigned to them. Introduce yourself after applying.

## Professional organizations and the DU alumni network

This page offers insights on where our graduates have landed. Navigate to Davenport University's Alumni homepage. You can search by location, company or industry. Stay relevant by following groups in your area or industry.



General guidelines for content to AVOID:




- Posts relating to alcohol/drugs or showing alcohol/drugs in the background
- Promiscuous photos (of yourself, others or models)
- Complaints about work, co-workers and employers
- Large amounts of political-leaning opinions, facts or articles
- Proof of you conducting a prank or any illegal activity
- Anything with profanity



# Attend Davenport University events and regional career fairs

Find and register for all Career Services events and fairs in Handshake:  
**davenport.joinhandshake.com/events.**

## How to attend and prepare for career events

<p><b>Days and weeks prior to the event</b></p> 	<ul style="list-style-type: none"> <li>• Get your résumé reviewed and approved by Career Services</li> <li>• Attend our preparatory workshops with Career Services</li> <li>• Review the list of companies attending</li> <li>• Research and target jobs available for you in those companies, and apply for the positions ahead of time. See pg. 52</li> <li>• Practice your 30-second commercial/elevator pitch. See below.</li> <li>• Meet with your career coach to practice networking and to provide a rundown of what to expect</li> </ul>
<p><b>The day of the event</b></p> 	<ul style="list-style-type: none"> <li>• Dress to impress. See page 56</li> <li>• Bring résumés and a padfolio to take notes</li> <li>• Prioritize your walk-through at the job fair by first visiting the booths of those companies you've applied to already or desire to work for most — but see as many companies as possible</li> <li>• Talk to everyone — remember, the goal is to network</li> <li>• Collect business cards, and take note of who you meet</li> <li>• For virtual fairs, always test your Wi-Fi connection and audio/visual components in advance</li> <li>• Be confident</li> </ul>
<p><b>Within 24 hours after the event</b></p> 	<ul style="list-style-type: none"> <li>• Follow up with the people you met: Send them an email, handwritten letter or connection request on LinkedIn. This is how you build relationships with employers and recruiters</li> <li>• Include a small piece of information from your conversation to help them remember you specifically</li> <li>• Thank them for taking the time to speak with you</li> <li>• Keep in mind that employers will see over 100 people at a fair; they are most likely to work with those who follow up</li> </ul>

## Tell me about yourself: 30-second commercial elevator pitch

Include these elements when introducing yourself to employers:

- **Greeting:** Include your first and last name and a firm handshake
- **Education:** Accurately state your specific program and when you graduated or expect to graduate
- **Experience:** Share your related experience in the specific job you want or have applied for already — mention all internships
- **Strengths:** Emphasize skills you possess that are related to the qualifications of the position you want
- **Accomplishments:** Show accomplishments that emphasize your strengths
- **Professional style:** Demonstrate personal traits and characteristics that describe how you perform your job
- **Job search strategy:** Focus on what you want to do with your experience, which jobs you are interested in or those you have already applied for

# International students

## Work authorization options:

### Opportunities to market your international assets

#### On-campus employment:

F-1 are eligible to work on campus for up to 20 hours per week when classes are in session

**Some restrictions apply; availability is limited**

#### Off-campus employment:

F-1 Visa options:

- Before graduation, CPT = Curricular Practical Training, may apply for paid and unpaid internships or jobs
- After graduation, OPT = Optional Practical Training, may apply for 12 months of work authorization

### Working in the U.S.:

- Know your work authorization options, timelines and terminology: F-1 CPT, F-1 OPT and F-1 STEM
- Attend a DU- or community-hosted work authorization event
- Use your eligibility to your advantage
- Always market the positive elements of your international perspective
- Search for positions that use your spoken language(s)



Visit Handshake on your student connections

### Communicating with employers

- Develop confidence in your English communication skills
- Use CPT to get in front of employers early
- Let employers know that CPT incurs no cost and no additional paperwork for them
- Employers only provide a position description and offer letter, as per usual recruiting practices
- Some employers don't understand work authorization and thus are hesitant to host or sponsor students or pursue work visas

### Opportunities to market your international assets:

- LinkedIn profile taglines
- Résumé headlines
- Networking conversations
- Cover letters

### Get help and use resources

- Join Davenport University's Global Student Organization (GSO)
- Use the Detroit Global Talent Retention Initiative Student Resource information and resources: [globaldetroitmi.org/gtri/](http://globaldetroitmi.org/gtri/)
- Use the Immigration Law Clinics operated by St. Vincent Catholic Charities: [stvcc.org/category/immigration-law-clinic/](http://stvcc.org/category/immigration-law-clinic/)
- Search for an immigration attorney through the American Immigration Law Attorneys website: [ailalawyer.org](http://ailalawyer.org)
- Use GoInGlobal for country-specific career tips, job postings and internship opportunities: [goinglobal.com/](http://goinglobal.com/)
- Use Handshake to find opportunities that fit your goals; each job posting indicates if an employer is open to OPT or CPT

### A cover letter example for the final paragraph:

I want to make you aware that I am an international student available for an internship through my college. I will utilize my CPT as my work authorization and experience approval method. This is a process I will work through with Davenport University. I would only need an offer letter from you after being interviewed and selected. (If the following is true, include this note: I already have a U.S. Social Security number assigned through my past work experience with [LIST COMPANY].) In my future career steps with your organization, or any other U.S. company, I will be required to utilize the OPT and, later, the H-1B Visa status process to transition to longer-term career options. I hope you might be open to that possibility after I prove myself. I strive to keep myself informed of the timing and requirements of international student/graduate work and will make it as simple as possible for your organization to work with me. Thank you for your consideration of my application and situation; it is greatly appreciated!

Respectfully,

Your Name

# Active military and veteran students



See your career coach for any of the following:

- Converting your military résumé to a civilian résumé
- Interview preparation and mock interviews
- Job search coaching
- Networking and events with local employers
- LinkedIn assistance and much more!
- Utilization of PathwayU Military Crosswalk:  
[davenport.pathwayu.com](http://davenport.pathwayu.com)

The Military Crosswalk takes your MOS code, interests and values to see what civilian career options would be the best fit for you.

## Step 1: Utilize contacts and resources through Davenport University

[davenport.edu/military/student-services](http://davenport.edu/military/student-services)

## Step 2: Make an appointment with Career Services

[davenport.joinhandshake.com](http://davenport.joinhandshake.com)

## Step 3: Use government websites

VA for Vets is one of the most user-friendly websites for veterans:

[vaforvets.va.gov](http://vaforvets.va.gov)

Career InfoNet military to civilian occupation translator

[careerinfonet.org/moc](http://careerinfonet.org/moc)

Understand military preference for you and qualifying spouses:

[governmentjobs.com/careers/michigan/jobs/1385017/veterans-preference](http://governmentjobs.com/careers/michigan/jobs/1385017/veterans-preference)

Google has a new tool to assist military personnel. Go ahead and search “jobs for vets.” You will be prompted to enter your MOS code. Google will translate your past experience into information and current positions you would qualify for currently.



## Military example

**Many companies look for military experience. It is up to you to connect how your military experience would qualify you for civilian roles!**

For example, if you were an Army specialist and led a bulk refueling crew, you could say, “Led a bulk refueling crew.”

Or you could say:

### MILITARY EXPERIENCE

#### Bulk Refueling Crew Lead

- Led a five-person bulk refueling crew
- Transferred over 100,000 gallons of fuel in a combat environment with zero accidents
- Accountable for the maintenance and care of \$13.1 million of equipment
- Developed and implemented a strategic plan to mobilize six military aircraft and 62 military personnel with all required equipment from Michigan to Iraq

# YOUR FUTURE IS BRIGHT



WITH THE MICHIGAN ARMY NATIONAL GUARD

Take advantage of all the Michigan National Guard has to offer! Serve part-time while attending college full-time. Joining the Guard will jump start your career by giving you the tools necessary to be successful. There are a variety of training options, education benefits, and employment opportunities we have to offer you.

## Training

- Paid training at U.S. Army facilities
- Earn civilian certifications and licenses

## Employment

- Choose from over 100 different jobs
- Maintain a full-time civilian career
- Gain leadership and career skills for employment

## Education

- State Tuition Grants
- Montgomery GI Bill
- Montgomery GI Bill Kicker
- Federal Tuition Assistance
- Student Loan Repayment

