

Internship & Job Search Planner

What is driving your search?

List top factors in order of importance that are influencing your search: (Location, financial, interests/passions, skills, employer/industry interest, time frame, family/friends/relationship, academic requirements...)	
1.	3.
2.	4.

- **CAREER EXPLORATION** resources through www.careers.cmich.edu (ex. “What Can I do with this Major?”) can help to develop keywords for your search

Keywords to DRIVE YOUR Search (position titles, skills, industry areas)

➤ **NETWORK**

- **PEOPLE (Start in - Move out):** Utilize personal contacts (family, friends, faculty, staff, colleagues, classmates...) to develop new contacts and networking avenues
- **POSTINGS (Start out - Move in):** Utilize online resources to find positions/employers (large job search engines, industry/location specific sites, social media, and employer websites)

Position	Employer	Location	Resource and Contact info.	Status	Priority
Ex. Career Coach (full-time)	CMU	Mt. Pleasant, MI	HigherEdjobs.com Tim Employ (email, phone #) Assistant Director	Hired	1