

Tips when searching for jobs/internships during COVID-19

- Identify Your Transferable Skills
 - Transferable skills are any skills you possess that are useful to employers across various jobs and industries.
 - These are skills that you've learned from retail jobs, school projects, volunteering, anything. How can they be relevant to the jobs you're applying to?
- Gain Skills Quickly
 - LinkedIn Learning - Watch more than 12,000 high-quality video courses on the latest software tools and skills taught by industry experts. Learn Excel, PowerPoint, Adobe Photoshop, InDesign, and more.
 - You have free access as a USF student. Please note that May 31 is the last day for graduating students to access LinkedIn Learning for free.
 - Other sites that might not be free but could be useful: Skillshare, Coursera.com, Youtube.com
- Network
 - Contact professors at USF - They could give you advice or could connect you with their previous students who are in the workforce.
 - Tell everyone your goals. Parents, friends, classmates, coworkers, neighbors, your parents friends, your aunts uncles, anybody who'll listen. You never know who knows someone who knows someone.
 - Use the LinkedIn Alumni Search Tool to connect with and message people who graduated from USF and are working in your preferred industry.
 - Ask for informational interviews so that you can build relationships with people in the workforce.
- Get Remote Work Experience
 - Create your own projects
 - Do freelance work
 - Volunteer - Check out idealist.org for remote opportunities
- Promote Yourself Online
 - Build your LinkedIn profile. Highlight all of your experiences, relevant classes, accomplishments, and put as many skills as you can so that recruiters can find you when they search for people with certain skills. Make your profile open to recruiters so that they'll be the ones to reach out to you.

- Create an online portfolio that includes your academic projects, personal projects you've done in your free time, and/or projects you've done as an intern/volunteer/in a student organization. Portfolios show a potential employer what you can do versus a resume that only tells them what you can do.
- Have a smart job search
 - Search by Date Posted, not by Relevance. This ensures that the job was posted recently and that they are actively still hiring.
 - Resume: Personalize your resume for every job! The most important thing is to highlight key tasks and skills from the job description so that you can talk about a time where you've done something similar in the past. Also, make the first bullet under every experience the most impressive accomplishment.
 - Cover Letter: Two important things. 1. Don't just repeat what you wrote in the resume. Pick a couple of what you think are the most important tasks from the job description and tell a brief story that shows you're capable of carrying out that task in the job that you're applying to. 2. Make sure you talk about why you are applying to this particular company.
 - Interview: Be prepared for video interviews. Have a clean and quiet background and make sure the camera is at eye level. Look at the camera when you speak, and look at the interviewer(s) when they speak. This makes a big difference.
 - Right after the interview, write down 1 or 2 things you talked about so that you can create a personalized thank you email to send to the interviewer(s). This makes you stand out.
 - Follow Up: If it's been 2 weeks since you've heard back, send a follow up email letting them know you're still super excited about the role and are very interested in hearing back from them.