






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



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
- View and register for events in Handshake:
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



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

- State level: governmentjobs.com/careers/michigan
- Federal level: USAjobs.gov



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



Avoid only using “quick/easy apply” features

- Even if you apply on the other sites listed on this page, it is best to apply directly through a company's website whenever possible.



Warning signs of fraudulent postings

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

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 page 42.

THEY ARE LOOKING FOR YOU!

Search strategies

Use all the tools in your toolkit — Apply on multiple career platforms all at once (see page 40). Explore additional tools and resources: davenport.edu/career-services/guide-and-resources

Avoid the search burnout — Spend a small amount of time 2-4 times a week applying instead of hours once a month.

Use your time wisely — Filter jobs by date posted or most recent first to make sure you are applying for the newest positions and avoiding positions that may be expired.

Increase your application numbers — Try to apply to at least 5-8 positions a week during your active job/internship search. The more positions you apply to, the more opportunities you will have to secure a great position.

Customize your résumés and cover letters — While quantity is important in the application, spending individual time on each application is also important. Customizing your résumé and cover letter to utilize the verbiage in the job description is key. It is acceptable to use OpenAI like ChatGPT to assist with this. Your Career Coach can assist you with this too.

Save all individualized résumés using company names and position titles to ensure you bring the correct résumé to the correlating job interview.

Track your search — Use a spreadsheet to track the positions by company that you have applied to. Use this to plan follow-up, track employer responses and share with your career coach. Include the company, position title and number, contact, email and phone, follow-up date, and responses. Add your short list of target companies and their career/jobs website. Use it to apply to positions regularly. Be sure to sign up for job alerts for your target companies too.

Follow up — Follow up with each company one week after you've applied. A respectful reminder that you are still available and interested in the opportunity might result in further communication from the employer. Follow up through email, phone, LinkedIn message or Handshake direct messaging.

Get offline — Remember, applying online is just one way to find opportunities. Take advantage of networking events and career fairs hosted by DU or other organizations to build your network.

Brainstorm with a career coach — Leverage the connections of Career Services. As a Davenport University graduate, you have access to Career Services for life: davenport.edu/career-services/career-services-team.



Completing applications

- Complete applications with honesty and without errors. Do not leave blank spaces/fields.
- 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 complete all fields 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.

Proud hiring sponsors of Davenport University students and alumni

Gold sponsors



Silver sponsors



Bronze and book sponsors



Check out the “Invests in Diversity” badge in Handshake.

Career Services is dedicated to connecting our diverse students with employers who invest in diversity. Employers who submit applications undergo a vetting process requiring them to prove that hiring diversely is a high priority.

Find the list of organizations in the Career Center tab in Handshake.

The State of Michigan wants to hire you!





See all State of Michigan department postings:



governmentjobs.com/careers/michigan

LinkedIn and online presence

How you are perceived:

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

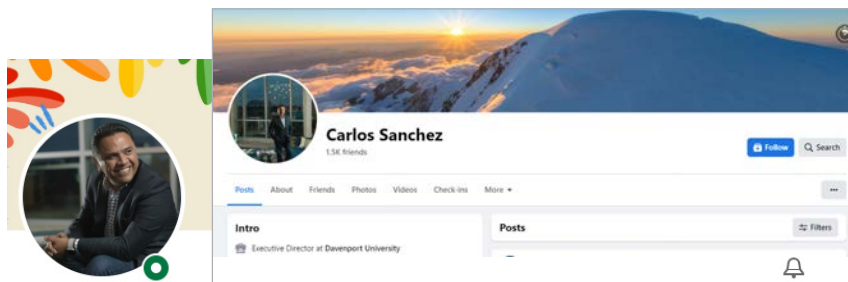
Words of advice:

- 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. When in doubt, make your profile private.

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

Meet Carlos Sanchez



Carlos Sanchez, MA Design · 1st
 Developing Latinx LEADeres and Entrepreneurs
 Grand Rapids, Michigan, United States · [Contact info](#)
 500+ connections



Carlos' presence is:

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

Carlos' 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

Navigate to Davenport University's Alumni homepage. This page offers insights on where our graduates have landed. 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 related 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>Days and weeks prior to the event</p> 	<ul style="list-style-type: none"> • Get your résumé reviewed by Career Services • Attend our preparatory workshops with Career Services • Review the list of companies attending • Research and target jobs available for you in those companies, and apply for the positions ahead of time (see page 52) • Practice your 30-second commercial/elevator pitch (see below) • Meet with your career coach to practice networking and to provide a rundown of what to expect
<p>The day of the event</p> 	<ul style="list-style-type: none"> • Dress to impress (see page 56) • Bring résumés and a padfolio to take notes • 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 • Talk to everyone — remember, the goal is to network • Collect business cards, and take note of who you meet • For virtual fairs, always test your Wi-Fi connection and audio/visual components in advance • Be confident
<p>Within 24 hours after the event</p> 	<ul style="list-style-type: none"> • 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 • Include a small piece of information from your conversation to help them remember you specifically • Thank them for taking the time to speak with you • Keep in mind that employers will see over 100 people at a fair; they are most likely to work with those who follow up

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 and which jobs you are interested in or have already applied for

International students

Work authorization options:

Opportunities to market your international assets

On-campus employment:

F-1 visa holders 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)
- DU international student employment: my.davenport.edu/international-students/work-authorization
- AILA is the professional organization for immigration lawyers. Visit aila.org to find an immigration lawyer in your area who can assist with complicated immigration matters
- United OPT and OPT Nation are job search aids to find companies offering OPT jobs to international candidates: unitedopt.com and optnation.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 will only need an offer letter from you after being interviewed and selected. [If true:] I already have a U.S. Social Security number assigned through my past work experience with [COMPANY NAME].

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:

- Conversion of 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

The Military Crosswalk uses 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

Step 2: Make an appointment with Career Services

davenport.joinhandshake.com

Step 3: Use government websites

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

vaforvets.va.gov

Career InfoNet military to civilian occupation translator:

careerinfonet.org/moc

Understand military preference for you and qualifying spouses:

governmentjobs.com/careers/michigan/jobs/1385017/veterans-preference

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

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.”

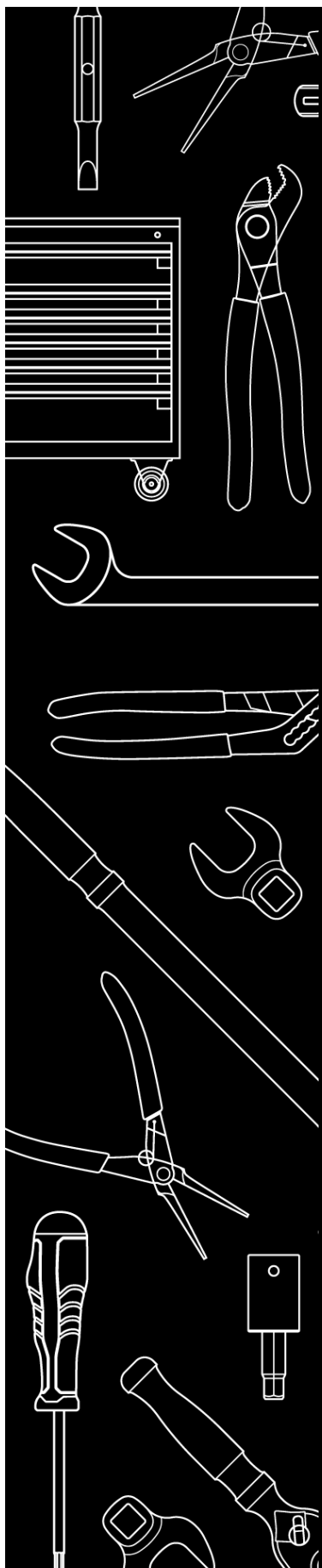
Or you could say:

MILITARY EXPERIENCE

Bulk Refueling Crew Lead

- Led a 5-person bulk refueling crew
- Transferred over 100,000 gallons of fuel in a combat environment with zero accidents
- Maintained and cared for military equipment worth over \$13 million
- Developed and implemented a strategic plan to mobilize 6 military aircrafts and 62 military personnel and all required equipment from Michigan to Iraq





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We are a family-owned hand tool company based in Grand Rapids, Michigan.

WE OFFER POSITIONS IN

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- Supply Chain
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- Product Development
- Software Development
- Software Planning
- Information Systems
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