

# JOB SEARCH: Innovation Toolkit

Searching for an internship, job, or graduate program, can be overwhelming with many details to manage. It feels like a fulltime job! Want to increase your odds of finding an internship or job? A key to any successful search is organization. Increase your productivity and reduce stress with a personalized management tool. There are a few suggestions to help you develop a well organized search.

## Explore

**Do your research!** Identify target organizations of interest and positions that are a good fit for your skills, experience, and goals. You want as many options as possible to increase your odds of success.

## Prepare

**Create a spreadsheet or chart to help you organize** the details of your search. Keep track of organizations, positions, dates of activities and networking contacts found in those organizations. Make a space to remind yourself of any follow up that you need to complete.

## Connect

**Use LinkedIn or Miami Alumni Connect** to find connections within those organizations. Reach out to those contacts for additional inside information concerning organizational culture, goals, and opportunities. Connections might be able to help with tracking the application process and potential interview specifics such as who you might meet and typical questions asked. It does help to have someone on the inside!

**Other Optional Categories:** Geographic Location, Level of Interest, Type of Role, Industry, Size of Organization, Salary Range, Current News, Deadline for Applying.

Job Title	Organization	Date Posted	Date Applied	Connections	Follow Up